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Annual Town Report

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GENERAL GOVERNMENT

BOARD OF SELECTMEN / TOWN ADMINISTRATOR

Gerald A. Wasserman, Chairman
Colleen F. Schaller, Vice Chairman
Daniel P. Matthews, Clerk
William M. Powers, Member
John H. Cogswell, Member
Kate Fitzpatrick, Town Administrator
Russ Dean, Assistant Town Administrator, Personnel Director

The Board of Selectmen consists of five individuals elected for staggered three year terms, and serves as one part of the Executive Branch of government for the Town. The Board shares this role with other elected and appointed boards, including the School Committee, Board of Assessors, Park and Recreation Commission, Library Trustees, Youth Commission, Town Clerk, Board of Health, Planning Board, Memorial Park Trustees and Permanent Public Building Committee. In its capacity, the Board oversees the Police Department, Fire Department, Department of Public Works, Building Department, Veteran's Office, Council on Aging, Finance Department and Town Administrator's Office. The Board also functions as the Town's Licensing Authority. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are held on the third Tuesday of the month. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so, with or without calling for an appointment in advance. Other meetings may be scheduled as needed and are posted at Town Hall. All meetings are open to the public.

In its capacity as an elected body, the Board of Selectmen is charged by Town Charter, By-law and case law with fulfilling various duties. Paramount among these duties is policy development and the oversight and approval of the budget for departments under its jurisdiction. Also, in terms of its overall function, the Board is expected to perform a leadership role in the community.

The Board of Selectmen appoints a Town Administrator and charges him or her with the administration of the day-to-day operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen. The Assistant Town Administrator/Personnel provides human resource and benefit management assistance to all Town Departments, Boards and Commissions, as well as retirees. In addition, the Assistant Town Administrator/Personnel, in conjunction with the Town Administrator and Assistant Town Administrator/Finance is part of the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

The Board of Selectmen is responsible for:

- Implementing and administering the decisions of Town Meeting (the Town's Legislative branch of government).
- Establishing policies and procedures for the coordination of Town government operations for those departments under the jurisdiction of the Board of Selectmen.
- Representing the interests of Town residents in business dealings, legal affairs, and intergovernmental cooperation with other municipal, county, state, and federal agencies.
- Preparing the Town's official revenue projections to be used by the Finance Committee and Town Meeting in developing the Town's operating budget.
- Proposing operating budgets to the Finance Committee and Town Meeting for those departments under its jurisdiction.
- Proposing to Town Meeting a five-year capital improvement plan and funding proposal.
- Making appointments to those Town Boards and Commissions under its control.
- Convening the Annual Town Meeting in May and any Special Town Meetings that may be required, and preparing the Warrant (listing of Articles) for Town Meeting consideration.
- Licensing all food establishments and transportation companies; and
- Ensuring that the Town's personnel policies as adopted by the Personnel Board and Town Meeting are appropriately administered, and approving collective bargaining contracts with seven bargaining groups.

FY02 BUDGETARY DATA:

All Salaries:	$330,200
Purchase of Service:	$131,885
Expenses:	$18,562
Capital Outlay:	$10,500
Total:	$491,147
Number of employees:	**6.88**

FY02 HIGHLIGHTS

Selectmen/Administration

In April 2002, John H. Cogswell and Gerald A. Wasserman were re-elected to three-year terms on the Board of Selectmen. Following the annual town election, the Board re-organized with Gerald A. Wasserman as Chairman, Colleen F. Schaller as Vice Chairman, and Daniel P. Matthews as Clerk of the Board. Fiscal 2002 was marked by a change in the Board's management team as the Board appointed Kate Fitzpatrick as Town Administrator in August, 2001, and Russell Dean as Assistant Town Administrator/Personnel and David Davison as Assistant Town Administrator/Finance in January, 2002.

Emergency Response

Fiscal Year 2002 was defined early by the tragic events of September 11th. Public safety and public health departments in particular have worked quietly and competently to ensure that contingency plans are up to date, and staff are prepared as best they can for unknown threats. The Local Emergency Planning Committee was reconstituted and held monthly meetings during fiscal year 2002. The LEPC hosted a "table top" emergency exercise in May, 2002 which identified key training needs. Staff from Town departments, the School Department, the Hospital, the media, and local industry participated in the event. The LEPC will review and

communicate the contents and purpose of the Comprehensive Emergency Management Plan, identify and prioritize potential hazards, and develop training programs in response to the identified needs during fiscal year 2003.

Mission

The Board adopted its first mission statement during fiscal year 2002, as follows: To continually improve the quality of life for all of the citizens of Needham, it is the mission of the Board of Selectmen to:

- Fulfill its administrative and regulatory responsibilities consistent with the laws of the Commonwealth and the interests of the community
- Deliver quality programs and services to all citizens
- Encourage the broad participation of citizens in town government
- Emphasize regular and ongoing maintenance and upkeep of capital facilities and infrastructure
- Support the maintenance of an excellent public education system
- Advance the professionalism of staff and volunteers
- Encourage a thriving business sector; while preserving environmental quality
- Maintain the Town government's financial structure in sound condition
- Work with other levels and branches of government in matters affecting the interests of the Town
- Communicate, as effectively as possible, with all citizens of the Town.

Capital Planning

In December, 2001 the Board of Selectmen and Town Administrator proposed a Capital Improvement Plan (CIP) to the Finance Committee. The CIP is the Town's long-range financial plan with a goal of providing for the upkeep of Town facilities and equipment. In order to balance the fiscal year 2003 budget, the Board agreed to defer most of the Capital Improvement Plan. Although the Board recommended that course of action, it expressed its concern that by delaying the maintenance of buildings, roads, water and sewer lines, and other infrastructure, the Town may be creating a more significant and costly problem down the road. As a result, at the Annual Town Meeting held in May, 2002, many urgent capital repairs and purchases were delayed. The only capital items included in the Annual Town Meeting Warrant were for the purpose of completing School projects previously funded – the transition of the pre-school program to the Newman Elementary School, and the next phase of the High School HVAC and related renovation work. Deferred items included: emergency structural repairs at the Police and Fire Stations, the road and intersection program, vehicle and equipment replacement, the school technology plan, sidewalk repair for school walking routes, storm drain improvements, brook and culvert repair, a Fire Department radio upgrade, a Police mobile communication system, exterior painting at the Pollard School, replacement of Fire Department brush truck, replacement of Fire Department command vehicle, construction of handicap ramps, replacement of High School furniture, resurfacing of Memorial Park parking lot, school flooring replacement, and a Town Hall feasibility study.

During fiscal year 2002, the Town Administrator convened the Emery Grover Task Force to develop recommendations for the Board and the School Committee for resolving the structural and health and safety issues posed by the deterioration of the South Portico entrance. The Board appointed a Fire Station Location and Apparatus Feasibility Study Committee, to provide recommendations as the purchase of a new ladder truck and the most appropriate location to house that apparatus. Finally, during FY2002 the Board continued the process of consensus building toward adoption of an updated comprehensive facility master plan. The Board adopted a list of six priority items for consideration over the next ten to twelve years, including, (in alphabetical order) the DPW administration building/garage, High School HVAC, Library, Middle School, Senior Center, and Town Hall.

Financial

Given the uncertain financial situation for fiscal year 2003, the Board requested that the Town Administrator provide coordination of Town departments to minimize the impact of the economic climate and fiscal crisis in state government on Needham's operations and level of service delivery; review existing and proposed programmatic priorities for financial viability; and provide recommendations to the Board of Selectmen with respect to the Town's financial condition in FY04. With the input of all municipal departments and the School Department, the Board of Selectmen began the process of reviewing possible override options for fiscal year 2003.

The year-to-year percentage change in the growth of the total Town budget and the budget for fixed costs are both increasing. On the other hand, growth in core revenue (that is, revenue that can reasonably be expected to recur each year) is declining on a percentage basis. Given the constraints of Proposition 2 1/2, the Board of Selectmen continues to look for non-tax revenue sources to augment tax revenues and for new ways to streamline Town services. With an increasing school population and aging Town buildings, roads, and water and sewer systems, Needham's overall revenue growth is generally not sufficient to maintain existing service levels and capital replacement needs.

Services and Operations

Working with Senator Jacques and Representative Harkins, the Board and the Town Administrator ensured passage of five home rule petitions relative to the number of Town Meeting members, beer and wine sales in restaurants with fewer than 100 seats, and establishment of a special bond fund, a post retirement health fund, and a traffic mitigation fund. A ballot question authorizing the sale of beer and wine in restaurants with fewer than 100 seats was approved by the voters in April, 2002. The Board adopted regulations allowing for the granting of licenses to these restaurants.

Needham is America's newest college town with the opening of Olin College for its freshman class. Inspectional services and public works employees contributed extraordinary time and effort to ensure that the school opened safely and on time. The Board created a Traffic Management Advisory Committee to review and evaluate concerns for traffic safety and convenience for the motoring and pedestrian pubic. The Committee was appointed in the summer of 2001 and first met

in October, 2001. The Committee has determined the processes that it will use to receive feedback from taxpayers about local traffic, and has made several recommendations to the Board of Selectmen for implementation of mitigation measures.

The Electric Deregulation Committee recommended to the Board a plan for purchasing the Town's streetlights. The Board has authorized the Town Administrator to negotiate with a service provider and present a plan to Town Meeting for funding. Implementation of any agreement is expected in fiscal year 2003.

The Selectmen actively participated in the Planning Board's New England Business Center zoning study which was approved by Town Meeting in March, 2002. The Selectmen focused on traffic mitigation issues and the impact of any proposed zoning changes on the economic future of the Town and quality of life concerns for the community.

In collaboration with the Planning Board and Needham Housing Authority, the Board helped the Town make strides toward increasing its stock of affordable housing through zoning changes, regional collaboration, and approval of 40B projects. The Town was granted "Housing Certification" status in December, 2001. This is one part of the Executive Order 418 process. In May, 2002 the Board of Selectmen authorized the request for $30,000 in funding for the development of a Community Development Plan through the EO418 process. The scope of services will focus on housing. In this regard, the Board created a Comprehensive Community Housing Study Committee to develop an affordable housing plan. An open space planning committee was also convened in an attempt to develop criteria for the use of Town-owned open space. The work of these committees is expected to be completed in fiscal year 2003.

The Personnel Department had an extremely busy year in FY02, continuing to provide human resources services and benefit administration to all town employees. The Department went "online" and now features a full-service personnel website including an electronic job application. The Department continues to aggressively promote best practices in the workplace to limit on the job injuries. Lost time was extremely low in FY02 and the Department will look to continue that trend in FY03. The Personnel Department is proud to administer the Senior Corps program, which allows seniors to "work off" a portion of their tax bills through work in Town departments.

FY03 FORECAST:
Consistent with this mission, the Board set goals in the broad areas of planning, development, staffing, finance, communication and housing. Highlights include:

1. The Board of Selectmen continues to devote considerable time to examining ways of balancing the Town's limited growth in revenues with the increasing demands for services. Managing the Town's limited financial resources is complicated in light of education reform, proposed reductions in State aid, and projected increases in fixed costs, MBTA assessments, and general Town and school operations. The Town's ability to provide for the health, safety and educational needs of residents will be a key issue, given current economic conditions and changes/threats to the Nation's security.
2. The Board will review its debt management policy to consider the incorporation of capital expenditure guidelines as a means of ensuring that the Town's infrastructure is maintained and repaired on a regular basis.
3. A key decision facing the Selectmen and the Town relates to the renovation and expansion of Town Facilities. The Board will continue its evaluation the next group of facility projects, and develop a plan for implementation. The Town's willingness and ability to fund these critical building projects will be primary issues for the Selectmen during the year.
4. In cooperation with its Economic Development Advisory Committee, and by means of private funding, the Board will engage a consultant to study ways to streamline the Town's permitting and land use processes.
5. The Board will begin the process of creating a Town-wide strategic or "master plan" to address land use, zoning, and Town services.
6. The Board will continue to up-date a five-year revenue and expenditure forecast to assist the Board and Finance Committee in long range financial planning.
7. The Board will continue to review opportunities for expanding the amount of appropriate, affordable housing stock in the Town of Needham.
8. The Board will encourage more new citizen volunteers to participate in Town government

ACKNOWLEDGMENTS

The Board of Selectmen wishes to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall.

BOARD OF REGISTRARS

John W. Day *Barbara Doyle*
Mary J. McCarthy *Theodora Eaton*

PURPOSE

The Board of Registrars is made up of four members in which one member is the town clerk by virtue of the office. The other three members are appointed by the Board of Selectmen. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each.

The functions of the Board of Registrars are carried out by the Town Clerk and office staff. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance

FY02 BUDGETARY DATA

Personal Services	$63,886	**No. of Employees**
Purchase of Service	15,925	Full-time 1
Expenses	1,550	Part-time 4
Canvassers & Teller	7,901	
	$ 89,262	

FY02 HIGHLIGHTS

Voter turnout for the three elections in Fiscal Year 2002 was as follows:

9/11/ 01 Special State Primary 8,619 (45.54%)
October 16, 2001, Special State Election: 3,408 (18.03%)
April 8, 2002, Annual Town Election: 21553 (8.58%)

The Annual Listing of Residents was conducted by mail again this year with 87% of the residents responding within the first month. Once again, the Annual Census included a request for Veteran status. Also, the dog license renewal application was included and has been well received by the dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are removed from the Town of Needham voting list. Names were also removed because of death and other changes in voting status. Upon completion of the revision, the total number of registered voters was 18,555 plus 1,372 inactive voters.

FY03 FORECAST

State Primary:	September 17, 2002
State Election:	November 5, 2002
Fall Special Town Meeting:	Proposed - November 13, 2002
Annual Town Census:	January 1, 2003
Annual Town Election:	April 14, 2003
Annual Town Meeting:	May 5, 2003

TOWN CLERK *Theodora Eaton, Town Clerk*

The position of Town Clerk extends back to biblical times when they were considered scribes or scholars and their writings became the historical records of the times. Today the Town Clerk's Office continues as the official record keeping center in local government providing a wide variety of services to the general public as well as local, state and Federal government. The major functions mandated by State and Federal statutes and Town By-Laws include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting.

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. More recently, the Town Clerk's Office has also become a Passport Agency for the Department of State and Commissioners to Qualify Oath of Office.

During Fiscal Year 2002,
Elections and Town Meetings held:
Special State Primary: Tuesday, September 11, 2001
Special State Election: Tuesday, October 16, 2001
Special Town Meeting: Monday, November 5, 2001
Special Town Meeting: Monday, March 25, 2002
Annual Town Election: Monday, April 8, 2002
Eleven Precinct Elections:
Break Tie Votes to fill vacancies in multiple precincts for Town Meeting Members;
Tuesday, April 24, 2002 and Monday, May 6, 2002
Annual Town Meeting: Monday, May 6, 2002
Special Town Meeting: Monday, May 8, 2002

The Special Town Meeting in November disposed of 13 articles in one session, the Special Town Meeting in March

disposed of 3 articles in one session, the Annual Town Meeting in May disposed of 32 articles in three sessions, and the Special Town Meeting within the Annual Town Meeting disposed of 6 articles.

BUDGETARY DATA		No. of Employees:	
Personal Services:	$103,656	Full Time:	3
Purchase of Service:	5,025	Part Time:	0
Expenses	3,250		
	$111,931		

FY02 HIGHLIGHTS

With the passing of Congressman Joseph Moakley, Needham was one of 15 communities in Massachusetts to hold both a Special State Primary and a Special State Election to fill the vacancy for Representative for the 9th Congressional District. Little did anyone in America know that the date of the Special State Primary, September 11, 2001, would become the day of one of the most horrific acts of terrorism in America. - two hijacked planes flew into the World Trade Towers in New York, one hijacked plane flew into the U.S. Pentagon in Washington, DC, and one was diverted into a Pennsylvania field after the passengers regained control of their plane. September 11th shall long be remembered....

On a more mundane note, the Town Clerk served as Municipal Census Liaison for the Town of Needham working with the Federal and State to review and prepare the revised voting precincts and precinct map for acceptance by the Board of Selectmen and ultimately certification by the L.E.D.R.C. (Local Election Districts Review Commission). The Federal Census 2000 population for the Town of Needham was 28,911. The total population is divided by the number of precincts to equal the approximate population of each precinct with a deviation of +/-5%. The Federal Census 2000 population figures became effective December 31, 2001 and the new precincts were in place and all voters notified of their new precincts prior to the Annual Town Election in April 2001. This meant that all Town Meeting Members were required to run for re-election. Those Town Meeting Members receiving the top one-third vote received the three-year term. Those receiving the next one-third vote received the two-year term, and those receiving the final one-third vote received the one-year.

The following statistics were compiled during Fiscal Year 2002:

VITAL STATISTICS

Births to Residents:

7/1/01 - 12/31/01	184
1/1/02 - 6/30/02	166
Total Needham Births	**350**

Deaths:	**Residents**	**Non-Residents**
7/1/01- 12/31/01	119	115
1/1/02 - 6/30/02	150	119
	269	234
Total Deaths Recorded:	**503**	

Marriages:

7/1/01 - 12/31/01	75
1/1/02 - 6/30/02	44
Total Marriages Recorded:	**119**

Fish and Game Licenses Issued:
7/1/01 - 6/30/02

Class F1 -Resident Fishing	160
Class F2 -Resident Fishing Minor (Age 15-17)	7
Class F3 -Resident Fishing (Age 65 - 69)	8
Class F4 -Resident Fishing Handicapped	33
Class F6 -Non-Resident Fishing	6
Class F7 -Non-Resident Fishing (3 Day)	1
Class F8 -Resident Fishing (3 Day)	0
Class F9 -Non-Resident Citizen Minor (Age 15 to 17)	0
Class H1 Resident Citizen Hunting	34
Class H2 Resident Citizen Hunting (Age 65 - 69)	3
Class H3 Resident Citizen Hunting, Paraplegic	0
Class H4 Resident Alien Hunting	0
Class H5 Non-Resident Hunting, Big Game	0
Class H6 Non-Resident Hunting, Small Game	0
Class H8 Resident Minor Hunting (Age 15-17)	0
Class H9 Resident Commercial Shooting Preserve (1 day)	0
Class S1 Resident Sporting	32
Class S2 Resident Sporting (Age 65 - 69)	4
Class S3 Resident Citizen Sporting (Age 70 / over)	21
Class T1- Resident Trapping	0
Class T2- Resident Trapping Minor (Age 12-17)	0
Class T3- Resident Trapping (Age 65-69)	0
Class DF Duplicate Fishing	1
Class DH Duplicate Hunting	0
Class DS Duplicate Sporting	0
Class DT Duplicate Trapping	0
Class M1 Archery Stamp	16
Class M2 Massachusetts Waterfowl Stamps	22
Class M3 Primitive Firearms Stamp	17
Class W1 Wildland Cons. Stamp, Resident	247
Class W2 Wildland Cons. Stamp, Non-resident	7
TOTAL	**619**

Paid to Division of Fish / Game for Licenses:	$7,522.25
Paid to Town Treasurer in Fees:	$391.40

Dog Licenses Issued:
7/1/01 - 6/30/02

Male and Female Dogs @ $15.	143
Spayed and Neutered Dogs @ $10.	1656
Kennels @ $ 25.	16
Kennels @ $ 50.	8
Kennels @ $100.	0
Hearing Dogs - No Charge	0
Seeing Eye Dogs - No Charge	2
Transfers @ $1.00	0
Prior Years' Licenses	19
Replacement Licenses	24
TOTAL	1868

Paid to Town Treasurer for FY02:

Dog License Fees:	$19,884.00
Other License Fees:	39,189.50
Miscellaneous Fees:	67,530.27
Passport Application Fees	3,270.00
Total Receipts for FY2002:	$137,787.42

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. Until 5:00 P.M. Monday through Friday and from 7:30 P.M. until 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. until 9:00 P.M. on the third Tuesday.

FY03 FORECAST

With the State Primary on September 17, 2002 and the State Election on November 5, 2002, this Fall promises to be a busy election season. There will be three Proposition 2 2 Override questions on the State ballot and the outcome will have a significant bearing on the proposed Fall Special Town Meeting on November 13, 2002. The Special will include the Capital appropriation articles previously scheduled for the Annual Town Meeting in May, 2002 and much will depend on the passage of the override questions. In addition, the office will conduct the Annual Town Census in January 2003, the Annual Town Election in April 2003, and the Annual Town Meeting in May 2003. And last but not least, the restoration and preservation project will continue with the restoration and de-acidification of the Town's ancient public record volumes dating back to the early 1700s.

PERSONNEL BOARD

Richard Lunetta, Chairman *Richard Creem*
Vivian Hsu, Vice Chairman *John Dennis*
Patricia Forde

PURPOSE

The Personnel Board is made up of five members appointed by the Town Moderator for a term of three years. Under Needham's Consolidated Personnel By-Law, the Board is charged with maintaining the personnel system of the Town through annual formulation of a classification and compensation plan, institution of staffing controls, establishment of recruitment standards, and adjudication of personnel grievances. In addition, the Board promulgates administrative orders to further the purposes of the Consolidated Personnel By-Law and monitors administration of the By-Law by the executive branch of the Town's government. As a standing committee of Town Meeting, the Personnel Board advises the executive branch on collective bargaining issues and makes recommendations to Town Meeting relative to By-Law changes and collective bargaining agreements. The Personnel Board continues to strive for personnel policies and compensation plans that are fair and equitable to Town employees and mindful of the financial constraints faced by the Town.

FY02 HIGHLIGHTS

Among its many accomplishments, the Board:
- Initiated the Training & Development Employee Committee
- Initiated the Reward and Recognition Employee Committee and published its first employee newsletter.
- Continued its review and update of all Personnel Policies and Procedures.
- Continued its ongoing program of reviewing the classification and compensation of all titles in the Town service at a minimum of five year intervals by: review of the Administrative / Support Titles.
- Resolved appeals relating to the Municipal Building Maintenance Titles classification study.
- Heard and approved several requests for reclassification of various positions within the Town service.
- Heard and approved several requests to authorize hiring above the minimum step.
- Heard and approved requests for merit bonus and requests for merit step-increase under the Board's merit compensation program.
- Heard testimony and rendered decisions relative to employee grievance appeals.

FY03 FORECAST
- Institute a comprehensive management training program for all Town supervisory personnel.
- Review and evaluate existing job training programs and training methods for all non management and represented personnel.
- Review current management compensation system (Pay for Performance) and evaluate feasibility of extending the program to non-management employees.
- Facilitate communication among the other Town Boards relative to human resource issues and other topics important to the town as may arise from time to time.
- Create and implement a program fostering a greater understanding of the purpose and application of the Town's Position Classification System.
- Resolve appeals relating to the Department of Public Works Titles classification study.
- Conduct a classification and compensation study of Management Titles and make appropriate recommendations thereon to Town Meeting.

FY02 BUDGETARY DATA

Salaries	$1,985	No. of Employees
Merit Program Pool	4,000	Full-time 0
Purchase of Service	10,000	Part-time 1
Total	$15,985	

LEGAL DEPARTMENT

David S. Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides legal advice to the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings and meets with other Boards when requested. The Legal Department drafts and approves all contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY02 BUDGETARY DATA			
Salaries	$56,356	No. of Employees	
Purchased services	150,000	Full-time	0
Expenses	5,000	Part-time	1
Capital Outlay	0		
Total	211,356		

FY02 HIGHLIGHTS

During Fiscal Year 2002, commencing July 1, 2001 and ending June 30, 2002, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following:

Town Counsel represented the Town, its boards and/or officers and employees in court and before various administrative agencies and handled all related litigation matters.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, Municipal Building Maintenance Board, School Department, Department of Public Works, Park and Recreation Commission, Personnel Department, Planning Board, Council on Aging, Board of Health, Police Department, Board of Assessors, Conservation Commission, Sewer, Department and Water Department.

The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Litigation
- Issuance of CATV franchise licenses

FY03 FORECAST

In Fiscal Year 2003, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael Fee, Moderator

The Town Moderator presides over Needham's representative Town Meeting, a "citizen legislature" which under Massachusetts law and our Town Charter, holds the ultimate authority over all municipal affairs. For example, Town Meeting must decide each year how much money will be spent on all Town services, including schools, public works, public safety as well as how much will be spent on our public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws and at least two-thirds of the 258-member Town Meeting must approve the issuance of bonds and the corresponding assumption of debt.

During 2002, Town Meeting convened for an unusual Special Town Meeting in March that was limited to three articles. One involved an appropriation to the Town's Stabilization Fund and two involved significant zoning changes. At the Annual Town Meeting in May, Town Meeting Members addressed an abbreviated warrant in three sessions. In November 2002, Town Meeting Members met in another Special Town Meeting which involved an unprecedented 34-article warrant.

Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over four years and the Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The Handbook has also been posted to the "needhamonline" web site. The implementation of a new town government web site has now also increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants. At the request of the Needham League of Women Voters, I have presented a class entitled "Town Meeting 101" through Needham Adult Education. The class has been well received. In addition, as Moderator, I continued my practice of setting aside a day to lecture juniors at Needham High School during their program of study on local government. With the help of Town Meeting Member Jane Howard, I, along with other members of town government, also participated in a successful discussion of the upcoming Annual Town Meeting Warrant prior to our May meeting.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe. I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other boards and committees. I am proud of the citizens I appointed to serve their fellow citizens in various positions during 2002. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me

EDUCATION

PUBLIC SCHOOLS

Donald B. Gratz, Chairman *Paul F. Denver*
Gary Crossen *Karen Price*
Irwin Silverstein *Jeffery J. Simmons*
Susan Welby *Stephen Theall, Superintendent*

PURPOSE

The School Department services the educational needs of this community, from pre-schoolers to senior citizens. Our primary function is to advance the learning and achievement of students in kindergarten through grade 12 in a comprehensive and sequential program of studies. The School Department continues to enforce the School Committee's Vision Statement that captures the successful working relationship between this Town and its schools **A community and school partnership that: creates excited learners; demands excellence • fosters integrity.**

SAT I SCORES

	Best Verbal	Best Math	Composite
CLASS OF 2002			
(99% of students)	577	596	1173

SAT II ACHIEVEMENT TESTS

Nationally, only 19 percent of high school students who take SAT I also take SAT II. These students are concentrated in the best public and private schools in the country. At Needham High School, 58 % of the Class of 2002 took at least one Subject Test.

Needham scored above both the National and the Massachusetts averages in the following Subject Tests: Writing, Math IC, and Math 2C. Needham scored below the Massachusetts and National averages on the following Subject Tests: World History, United States History, Biology M & E, Chemistry, and Physics. Needham scored above the National average, but below the Massachusetts average, on the Literature Subject Test. On some Subject Tests, where Needham scored below the National or Massachusetts average, or below both, the difference was slight.

ADVANCED PLACEMENT TESTS

One hundred eighty seven students took 298 AP tests. Ninety-three percent of the scores qualified students for Advanced placement in colleges and universities.

POST SECONDARY EDUCATIONAL PLANS CLASS OF 2002

Four-year college	87%
Two-year college	4%
Non-college educational institutes	1%
One year work then college	5%
Other/No response	3%
	100%

ENROLLMENT: OCTOBER 1, 2002

During FY02, Needham enrolled 4,685 students in grades PreK-12 as follows: elementary (2,214); middle (1,069); high (1,346). Early childhood programs, mandated by Special Education, serviced another 48 children. The Needham Public Schools also services the educational needs of adults through an active Adult and Continuing Education program and student needs through a Summer School program. Both programs are fee based and well attended.

FY02 BUDGETARY DATA:

• Salaries	$26,580,964
• Purchase of Services	3,363,159
• Expenses	787,820
• Capital Outlay	155,826
Total:	$30,887,769

This budget does not include the cost of building maintenance or employee benefits which are represented in MBMB and town personnel budgets respectively. Similarly, it does not include capital projects or long-term debt incurred by the Town for facilities renovations.

Salaries comprise 86 percent of the FY02 budget. The breakdown is as follows:

A. Direct Service to Children

This category includes certified teaching professionals and support staff (nurses, counselors, psychologists,

occupational and physical therapists, and social worker) who are paid on the professional salary scale. It also includes teaching assistants -- people in positions that do not require professional credentials and paid on a lesser salary scale. Teaching assistants work under the supervision of a teacher. This differentiated staffing pattern is responsive to Special Education needs and is cost effective.

	FTE
Teaching/Nursing Staffs	356.00
Teaching Assistants	84.74
TOTAL	440.74

B. Indirect Service to Children

This category includes non-teaching staff whose primary function is to supervise staff and manage the business side of the School Department. Support staffs assist the administrative staff in school offices and the central office.

	FTE (full-time equivalent)
Administrators	29.80
Secretaries, Other Support Staff	55.96
TOTAL	85.76

2002 MCAS RESULTS -- AN OVERVIEW

The Massachusetts Comprehensive Assessment System (MCAS) tests are part of the Commonwealth's Education Reform initiative to improve school performance. These tests are based on state curriculum frameworks which set high standards for what students are expected to know and be able to do. In order to comply with the requirements of the federal law, *No Child Left Behind*, by 2005 all students in grades 3-10 will be tested in mathematics and English language arts. These tests will be used to hold all school systems in the country accountable for the achievement of all of their students. The School System recently received reports for the 2002 MCAS tests, and this report provides a general overview of the results. Below are questions and answers about these results.

How did Needham students perform?

10th Grade

As required by the Educational Reform Law of 1993, the results from these 2002 MCAS tests will be used to determine the eligibility for a high school diploma of students in the class of 2004. Last year was the first year that passing the tests was a requirement for graduation. Every Needham student who took the test as a 10th grader in Needham has now passed the test and is eligible for a diploma. Several students moved to Needham as 11th graders, and there are four of them who have not yet achieved a passing score.

The Board of Education has created four categories to describe student performance. At the 10th grade, they are Advanced, Proficient, Needs Improvement, and Failing. Below is a comparison of Needham percentages compared with those from previous years.

Five-Year Comparison of High School Performance Level Results
(% of students)

Grade 10	Advanced	Proficient	Needs Improvement	Failing
1998 English Language Arts	29	49	19	3
1999 English Language Arts	19	49	18	13
2000 English Language Arts	19	51	21	9
2001 English Language Arts	39	45	14	2
2002 English Language Arts	42	47	9	2
1998 Mathematics	24	36	24	16
1999 Mathematics	27	26	24	23
2000 Mathematics	32	30	23	16
2001 Mathematics	43	37	18	3
2002 Mathematics	43	36	17	4

In English Language Arts, more students than ever scored in the Advanced or Proficient range. The Mathematics levels are very similar to last year, but there was a slight increase in the percentage of students failing that test. It is important to analyze the number of students who did not achieve competency determination, a requirement for a diploma.

10th Grade Competency Determination

	Needham	State
% Passed both English Language Arts /Mathematics	94%	70%
% Passed only English Language Arts	3%	12%
% Passed only Mathematics	1%	3%
% Not yet passed either test	2%	15%

Therefore, 5% of Needham High School juniors (or 19 students) did not pass the test. They will be able to take a retest in December. An additional four Needham students who are attending special education schools have failed to achieve competency determination.

The scores for students are reported as scaled scores which range from 200 to 280 according to the following breakdown:

200-219	Failing
220-239	Needs Improvement
240-259	Proficient
260-280	Advanced

Below is a comparison of 10th grade scaled scores with last year's results. It is impossible to compare scaled score results from earlier years than 2001 because of changes in the computation of scaled scores.

Comparison of 10th Grade Scaled Score Results

	2001	2002
English Language Arts	252	255
Mathematics	252	252

The averages for Needham students fall in the Proficient range, and the average increased in English Language Arts and remained the same in Mathematics.

8th Grade

All 8th grade students were tested in two areas (Mathematics and History and Social Science); and it is possible to compare Performance Level percentages with previous years.

Comparison of Middle School Performance Level Results with Previous Years
(% of students)

Grade 8	Advanced	Proficient	Needs Improvement	Warning
1998 Mathematics	18	35	29	18
1999 Mathematics	14	42	29	15
2000 Mathematics	27	37	20	16
2001 Mathematics	23	39	29	10
2002 Mathematics	21	37	30	12
1999 History and Social Science	1	25	52	22
2000 History and Social Science	3	26	55	16
2001 History and Social Science	4	21	63	11
2002 History and Social Science	3	27	59	11

More middle school students scored in the Needs Improvement or Warning range on the Mathematics test, while fewer students fell into the two groups on the History and Social Science assessment. A very large percentage of Needham students (70%) are in the lower ranges on the History test; however, the number is very high across the state. Over 86% of statewide students scored either Needs Improvement or Warning on this test. It should be noted that the Social Studies frameworks are still being debated, and most school districts have not aligned their curriculum to what is still a "moving target."

Again, it is possible to compare this year's scaled score results with those from last year.

Comparison of 8th Grade Scaled Score Averages

	2001	2002
Mathematics	244	243
History and Social Science	233	234

There was a slight decline in Mathematics and a slight increase in History.

7th Grade The only seventh grade test given last spring was in English Language Arts. Below is a comparison of performance levels with the 2001 results:

Comparison of 7th Grade Performance Levels
(% of students)

Grade 7	Advanced	Proficient	Needs Improvement	Warning
2001 English Language Arts	15	65	17	3
2002 English Language Arts	16	69	13	1

Many more students scored at the Proficient or Advanced level in 2002. It is also significant that only 1% of Needham students received a Warning score. We can also see that there was a slight improvement in the scaled score averages from 248 in 2001 to 249 in 2002.

6th Grade: Sixth graders took the Mathematics assessment. Below is a comparison with the 2001 performance levels:

Comparison of 6th Grade Performance Levels

Grade 6	Advanced	Proficient	Needs Improvement	Warning
2001 Mathematics	37	36	19	9
2002 Mathematics	47	30	16	7

There was a very significant increase in the percent of students at the Advanced level. There was also a reduction in students who scored in the Needs Improvement or Warning range. Similarly, there was an increase in scaled score averages from 249 in 2001 to 253 in 2002.

4th Grade: It is possible to compare 4th grade Performance Levels with previous years.

Five-Year Comparisons of Elementary Performance Level Results
(% of students)

Grade 4	Advanced	Proficient	Needs Improvement	Warning
1998 English Language Arts	4	46	48	3
1999 English Language Arts	1	40	57	2
2000 English Language Arts	3	48	47	2
2001 English Language Arts	14	63	23	1
2002 English Language Arts	14	60	22	3
1998 Mathematics	25	35	33	7
1999 Mathematics	23	36	34	7
2000 Mathematics	33	38	27	2
2001 Mathematics	23	39	34	5
2002 Mathematics	25	41	27	7

In English Language Arts, there has been a decrease in students at the Proficient level and an increase in students receiving a Warning. In Mathematics, there are more students in the Advanced or Proficient ranges, but there has been an increase in the percentage of students failing the test. However, the average scaled scores improved in both areas:

Comparison of 4th Grade Scaled Scores

Grade 4	2001	2002
English Language Arts	247	248
Mathematics	245	246

3rd Grade

In response to the need for early literacy for all children, last year the Department of Education introduced a 3rd grade Reading Test to determine the extent to which schools have succeeded in teaching students to become proficient readers by the end of third grade. There are only three Performance Levels for this test (Proficient, Needs Improvement, and Warning).

Grade 3 Reading Performance Levels
(% of Students)

Grade 3	Proficient	Needs Improvement	Warning
2001	82	16	2
2002	78	20	2

By this measure, there has been a slight shift of percentages from the Advanced range to the Needs Improvement category. Two percent, or 7 students, received a Warning.

What do these results tell us?

In most instances, the performance of Needham students is very good. They score significantly better than their peers around the state; and, the scores are among the best in the state.

Any comparisons with prior years should be done with caution. Different students took the tests, and our experience tells us that different classes can vary greatly in ability and achievement. In addition, these tests change yearly, and there are questions about the reliability of the results from year to year. Until we have the opportunity to analyze the results more closely, it is impossible to generalize about results or trends.

What are we doing with the results?

We have been studying item analysis results for 10th grade since the summer. For those students considered in danger of failing, we have developed individual remediation plans and have already begun services. It is possible to take a retest this winter, and it is our goal to provide help for at risk students as soon as possible.

Curricular leaders at all levels will now begin analyzing the results for all students to identify anyone who may need additional help as well as to look for changes which we may need to make in our curriculum or instruction.

A full report will be made later in the fall which will determine reasons for scores and recommend action steps. In addition, the scores will be analyzed to see how various subgroups performed on the tests.

FY02 HIGHLIGHTS

System wide Departments

FINE AND PERFORMING ARTS

• Boston Symphony Orchestra Youth Concerts: The elementary music teachers accompanied the fourth graders in each school to the Youth Concerts performed annually by the Boston Symphony Orchestra.

• The Marching Band and Color Guard participated in the annual University of Massachusetts Band Day. This wonderful opportunity allowed Needham students to participate in an open rehearsal with 85 other marching bands. Starting in August, the Marching Band and Color Guard rehearsed every Monday and Wednesday and attended all home and away

games. Gerry Gagnon (Physics teacher at NHS) is the director, Margaret McLallen (Music teacher at NHS) is the assistant director, and Laurie McBride (attorney) is the color guard instructor.

• The following Newman students had their artwork accepted by Harvard's Robert Coles (author of *The Moral Intelligence of Children*) for publication in his magazine, *Doubletake*: Emily Smith, Danny Berez, Sarah Himmel, Melanie Snow and Jesse Kiel. The artwork reflected the spontaneous and creative expressions of the events of September 11, 2001.

• Throughout the year, artist-in-residence Emile Birch worked with Broadmeadow Art teacher, Damon Burnard, and his Art students to create clay tiles that will be installed in a permanent exhibit at the new Broadmeadow School.

• In the fall, NHS Jazz band members participated in the Junior District Jazz auditions.

• The second annual exhibition of Alumni Artwork was shown at the NHS Gallery from late November to early January.

• In December, members of the NHS orchestra, band, and chorus performed for the Needham Women's Club annual Holiday House Tour.

• Throughout the months of December and May, students in grades 3 - 12 performed in their annual Winter Concerts and Spring Concerts.

• This year, Betty Morgan, Art teacher at Hillside and Eliot, took a grade 4 and 5 lesson on architecture (A Tree House of My Own) and submitted it to the *School Arts Magazine* where it was published.

• At the Mitchell December Concert, Heather Tryon, Mitchell Music teacher, introduced her Mitchell Performing Artists. This group of fifth graders met every Tuesday afternoon to sharpen their creative choral, and movement skills. In the spring, the group performed three folk tales from Greece, Ireland, and Mexico for the Mitchell community.

• In November, several members of the band orchestra, and chorus auditioned for the Southeast Senior District Festival. The following students were selected for the Southeast Performance Groups: Chorus -- Rebecca Staley, Michael Wasserman, Phillip Messing, Kevin MacDonald, Ryan Brumit, and Joshua Sharp. Strings -- Shardule Shah, Christopher Hsu, Michael Jacobs, Peter Kloss, Julia Miller, and Noah Wizer-Vecchi. Band -- Wei-Che Ko and Seth Gorenstein. The Senior District Festival was held at Bridgewater State College in January. Students from over 90 schools rehearsed together under a guest conductor, culminating with a performance.

• The Pollard Middle School Music Department was awarded the Needham Education Foundation's $15,000 large grant to revamp their piano lab into a MIDI lab.

• The Visual Arts Department was again invited to participate in the 52nd Boston Globe Scholastic Art Awards. Artwork was submitted in early January. Award winners from Needham High School were: Alexa Lindhauer, Anaruth Reyes, Leslie Burnard, Kate Van Rees, Hannah Smith, Jennifer Rogers, Marta Ekstrom, Ted Engel, Karl Huemiller, Carolyn Newbury, and Marisa Sher. This was a juried show in February at the Transportation Building in Boston. The Scholastic Art Awards offer students the opportunity to display their artwork for both regional and national recognition. Their objective is to foster the confidence of young artists and to invite students to broaden their horizons.

• At the ninth annual celebration in honor of Dr. Martin Luther King, Jr., a group of John Eliot students danced and sang under the direction of Heather Tryon.

• In January, the fourth annual NHS Chamber Concert took place. Various vocal, string, wind and brass solos and ensembles performed classical and contemporary works.

• The high school Concert Band and Jazz Band had their winter concert in February.

• The South East Junior District Music Festival was held in March at Randolph High School. Students who participated from Pollard were: Steven Volante, Jackie Krozy, Nicole Collins, Alyssa Nagler, Max Goody, Lauren Grasso, Abby Roy, Andrew Crispin, John Allen, Jake Falby, and Andrew Park.

• In March, NHS presented its annual musical production, "Kiss Me Kate," in the Carleton Auditorium at the Newman Elementary School. Approximately 120 students auditioned for the musical and 75 participated.

• The following students successfully auditioned and were selected for the Massachusetts All-State Performing Groups: Michael Wasserman and Mike Jacobs. They performed in Symphony Hall in March.

• The three elementary band directors began an Honors Band in grade 5. Students interested in auditioning for an after school band experience that combined students from all five elementary schools were encouraged to join. The first concert was held in March.

• StringFest in April: Over 100 hundred grade 3 - 12 string students participated in the bi-annual StringFest held at Newman.

• In April, the Pollard Jazz band performed with international Jazz artist Tiger Okoshi in a benefit concert at the Pollard Middle School.

• ArtsFirst: Two juniors selected from the Art department at NHS as "Promising Student Artists" were invited to participate in an exclusive enrichment conference for Greater Boston high schools. The students were: Jackie Thomas and Shannon Kirwin. Examples of their artwork were displayed at

the John Joseph Moakley United States Courthouse for the conference in April.

• NHS Art Gallery: This was the second full year with exhibits from the Senior Studios class and the Needham Art Association. There were exhibits of current student work, as well as several shows that exhibited work as a result of NEF grants: Needham Townscapes (May) and Graphic Design (April)

• During the months of March and April, NHS Art students exhibited work at both the Deaconess-Glover Hospital and the Emery Grover Administration Building.

• Thanks to an NEF grant, the DeCordova traveling art program arrived at the Mitchell School for an eight-week residency. The "Gallery on the Go" exhibit contained six original works of art from DeCordova's collection which was on display in the school lobby.

• During the 2001/2002 school year, student artwork from grades 1 - 12 was displayed at the Stephen Palmer Senior Center.

• Fourteen Mitchell and Eliot choral students had an opportunity of a lifetime when they were chosen to sing with the distinguished choral group, The Masterworks, at a concert in May held at Sander Theater in Cambridge. Their music teacher, Heather Tryon, is a member of this group and arranged for the conductor to come to Needham to work with the students. They performed the world- renowned piece, Carmina Burana, by Carl Orff.

• Heather Tryon (Music - Mitchell), John Walek (Art - Mitchell) and Jeannie Rooney (P.E. - Mitchell) worked with teachers and students in grade 2 to present the second annual cultural performance called "It's a Small World." The performance included music, dance, and art from cultures of Mexico, Japan, China and Africa. This performance tied in the Social Studies curriculum that incorporates culture as a concept of study.

• Annual Festival of the Arts at NHS: High School Art Exhibit, High School Chorus and Chorale and String Orchestra Concert, High School Concert Band and Jazz Band Concert, and High School Cabaret

• Art All-State Juniors Spencer Brown and Jessica Kelly were selected as candidates to represent Needham High School for the annual Art-All State program. Interviews followed at the Massachusetts College of Art by a panel of Art teachers with the goal of participating in a two-day program at the Worcester Art Museum in May. At the museum, students had the opportunity to work with professional artists in a combination of studio art and gallery experiences. The goals of the program are to boost self-image through recognition and encouragement, to allow students to work in collaboration with their peers, and to give students an understanding of Art-related careers. Mr. Johanson of the Fine and Performing Arts Department served as panel interviewers for students from other school systems.

• Jazz Competition: The High School Jazz Ensemble performed at the International Association of Jazz Educators' (IAJE) Music Festival held at Foxborough High School in February. Students performed three pieces for adjudication by judges from various colleges in New England. They received a bronze medal rating in class A.

• The NEF Spelling Bee in April was treated to a performance by the Pollard Treble Choir.

• The Pollard Treble Choir attended a festival in Hershey, Pennsylvania (late spring) and received several prestigious awards for their performances. Groups from all over the east coast performed and competed with the Pollard. Needham took top honors.

• The Band and Chorus performed at the NHS graduation ceremonies on June 4.

GUIDANCE

Director Bruce Palombo and staff members were involved in the following:

• Taught/facilitated model of anti-racism lessons in Grade 4 (Katy Reid, Newman School).

• Conducted three-session parent workshop on Bullying and Teasing - offered techniques and strategies to be used by parents at home (Andrea Hartnett & Margaret Petrovich, Hillside School).

• Conducted four-session classroom guidance program in K-2 classrooms using Open Circle structure to teach social skills as a part of Social Emotional Learning systemwide endeavor (Janie Skolnick, Mitchell School).

• Participated in District Diversity Leadership Team to develop systemwide anti-racism initiatives (Tom Denton, Broadmeadow School).

• Conducted workshops designed to teach behavior management techniques to Teaching Assistants (Tom Denton, Broadmeadow School).

• Offered seven-week academic support groups for three Grade 6 Clusters which set academic goals, taught strategies and monitored progress (SueEllen Schwam, Pollard Middle School).

• Initiated Student Tutorial Pilot Program which provided services by Grade 8 students for Grade 6 students (SueEllen Schwam & Joel Neiditz, Pollard Middle School).

• Facilitated students' and staff's grieving and expedited the re-normalization of Needham High School by Assisting the Crisis Response Team and providing direct services to individuals and groups of students in response to the tragic

and sudden loss of popular Junior, Stephanie Kenney, this year (NHS Guidance Counselors).

• Provided data that, over the last three years, succeeded in recovering for the Town of Needham over a quarter of a million dollars in Medicaid monies (Shirley Finn, Secretary, NPS).

HEALTH / PHYSICAL EDUCATION

Ongoing Curriculum Development

• The elementary curriculum guide, developed during the 2000-2001 school year, was piloted. Each teacher was asked to teach from the guide and to make comments in the text for future editing. The elementary faculty met at the end of the school year to discuss the results of their editing process. Guides will be revised based on teacher input. In addition, teachers developed a series of assessments for each grade level. They were collected throughout the school year and will be included in the revised copy of the curriculum guide. Teachers will once again teach from the guide and continue to make appropriate revisions.

Course Essentials/Systemwide Curriculum Data Base

• All areas of the curriculum are currently being prepared for the systemwide curriculum database. Several teachers have taken on the responsibility of transferring current curriculum objectives to the systemwide template. This work continue over the summer and was completed by the start of school in September 2002.

Technology

• The department applied for a grant that would help to purchase technology (palm pilots, lap tops, and video cameras) to use to develop assessment strategies that would be both effective and efficient for assessing movement skills. The grant did not come through. The department will continue, however, to pursue this idea and will try to access two palm pilots to do a pilot project on assessment in physical education during the 2002-2003 school year.

Wellness Programming

• Health and Physical educators continued to work within their buildings to identify needs and create additional programming that met those needs and/or that created community and the promotion of well-being among students and staff. This has become part of their "wellness" contributions in the schools. In some cases, Health and Physical educators took the initiative in these programs. In others, they worked to foster schoolwide initiatives.

Outstanding Program

• Needham continues to get requests from professionals to come and visit the high school wellness program. This year Needham hosted individuals from Brockton and Springfield.

Professional Development

• The entire K-12 Health and Physical education staff attended a wonderful six-hour presentation on Alcohol, Tobacco, and other drugs by FDC, an organization located in Needham. This was done over the course of two early release days and provided a great opportunity for everyone to brush up on their knowledge, and for a dialogue about the content and the delivery of information K-12.

SPECIAL EDUCATION

• The Special Education staff has continued its commitment to students with disabilities as they access the general education curriculum. Study groups at all grade levels continued with a focus this year on differentiated instruction. The book used as the basis for discussion and training was Carol Ann Tomlinson's The Differentiated Classroom: Responding to the Needs of all Learners.

• Throughout the district, staff members participated in workshops on Project Read Written Expression, aligning preschool and kindergarten goals with the curriculum frameworks, standards based education, and seminars on specific disabilities. Additionally, many staff members will be involved in summer projects developing curriculum modifications and accommodations to allow access for students with disabilities to the general education classroom.

• One way student achievement was exemplified was by the 28 students with IEPs who graduated from Needham High School. Students will be attending two or four year colleges, entering the work force or joining the military. Additionally, 47 students with disabilities met their IEP goals and are making effective progress in regular education. Their learning needs will be met through classroom accommodations made by well-trained general educators.

• Sixty-four children were enrolled in the Needham Public Schools Early Childhood Center this year. The preschool staff is thrilled to finally have a permanent home at the Newman Elementary School. A building project currently underway will expand the preschool facility and allow for expanded programming. The preschool staff, parents, and children have been warmly welcomed into the Newman community.

• After investigating a number of options for improved data management and IEP writing, the decision was made to move to a web based format. The Department is gearing up for full implementation during the 2002-03 school year. This system will ensure accurate data collection and afford the department the opportunity to formulate data driven responses to special education issues.

METCO

Academic

• Students were given late bus passes and commuter rail tickets to provide access to academic school-based

support as well as extra-curricular activities e.g. tutoring, homework clubs, study groups, mentoring, extra help from teachers.

• After School Assistants at elementary and middle school levels coordinated, supervised and provided direct support to enable students to connect with academic resources, co-curricular opportunities and transportation; e.g. homework club, teachers, study groups, Student Council.

• Mentor Program for Pollard students of color continued to provide outreach and support for students' academic achievement with opportunities for relationship building, positive peer interactions, homework assistance, and family involvement.

• Personal, one-on-one tutoring was available for NHS METCO students in Math, SAT Prep, English, and World Languages.

• Using a Standards Based Approach, METCO staff, working in collaboration with Needham elementary teachers, conducted a summer school program in Boston for entering Kindergarten and grade one students. This comprehensive program included pre/post assessments, grade level appropriate reading, math instruction, home literacy training, and field-trips.

• METCO Directors' (MDA) 17th Annual Conference, "The Quest for Academic Excellence: Unlocking the Gates to Success," featured keynote speaker Kay Tolliver. Workshops provided opportunity for NPS teachers, administrators, and METCO staff to receive multicultural instruction, update on best practices, and resources to enhance academic success of students of color.

• MDA Youth Conference afforded the opportunity for METCO high school and middle school students to network with students from other METCO districts attend workshops on study skills, self-esteem, and anti-racism.

• EMI (Empowering Multicultural Initiatives) collaborative membership provided resources to promote systemic anti-racist practices and culturally relevant teaching through staff training and leadership development. In addition, as a district, the Needham DLT (Diversity Leadership Team) planned and sponsored seminars for EMI grads as an on-going effort to make available multicultural professional development; e.g. Rev. Andrea Ayvazian, an expert on interracial relations and racial identity, gave a fall seminar for EMI course graduates to motive, inspire educators, commit to being change agents to advance social justice, and close achievement gap; Mike Feldstein, Newton educator, presented a workshop and materials to support culturally relevant curriculum transformation.

Multicultural/Anti-racism

• Anti-racism (building/level-based) workshops for all new Needham teachers and staff was coordinated by DLT (Diversity Leadership Team) and facilitated by EMI course graduates. Using EMI materials, participants received up to four hours of anti-racism training for the purpose of raising awareness and sensitivity

•"Kakilumbe-Celebration of Culture through Dance, Artist-in Residence Program"(NEF) was implemented at the Eliot School. METCO provided coordination, consultation, and materials. The goal of this school wide project was to have students and teachers enhance their multicultural understanding, learn history and social traditions through the African Kakilumbe dance experience, and use African dance to complement the wellness curriculum at Eliot School.

• Elementary schools, with support from the Family Friends Coordinators and METCO staff, provided cross-cultural activities on early release days and after school; e.g., fun and games afternoon, movies, African Drum presentation. Additional transportation resources provided by METCO.

• Dr. Martin Luther King, Jr. Choir, a school-based multicultural, interfaith, multigenerational chorus, provided an opportunity for school and community to learn gospel and spiritual songs form the African-American tradition. Under the direction of Dr. John Weeks, Minister of Music, 12th Baptist Church, Boston, the MLK Choir culminated their season at St. Joseph Church in Needham with a spirited presentation at the 9th annual MLK townwide celebration.

• NHS Multicultural Club established to provide a forum for dialogue regarding valuing differences and ways to outreach and support students of color. The club also engaged in efforts to coordinate activities to celebrate diversity, and collaborate with other high school clubs in the advancement of social justice initiatives.

TECHNOLOGY

The Educational Technology Center (ETC)

• A major accomplishment emanating from the ETC was the upgrade of the school department's wide area data network, from coaxial (AT&T) to fiber (RCN). The upgrade included the town's negotiations with RCN, specific budget and data proposals presented at Town Meeting, research and development of hardware specifications, cost efficient purchasing and a coordinated implementation schedule with the vendor, the town, and all school buildings. The implementation was accomplished in the fall of 2002. Paul Messias, the Network Engineer for the school district, directed the implementation of this project. The result is greatly increased speed and reliability for e-mail and Internet access.

Also, the fiber network allowed the schools to further develop other network applications for accounting, grades and attendance and student health records.

• In the spring of 2001, the Town Meeting voted to fund a capital request for $130,000 to replace seven-year-old computers. The Technology Advisory Committee, appointed by the Selectmen, supported this request. However, in the spring of 2002 they recommended that the replacement costs for computers be included in the future operating budgets of the school district.

Media and Technology Facilities

• The staff of the ETC and the school-based media and technology specialists have been highly involved in developing specifications for the ETC, the Broadmeadow Media and Technology Centers and the John Eliot Media and Technology Centers. In collaboration with DiNisco Design Partnership and 3SI (Technology Consultant), the Needham team has specified instructional and administrative technology needs throughout these facilities. In addition, the ETC staff has also been involved in the technology requirements for the expanded PreSchool at Newman and the modular classrooms at Pollard.

• Throughout the 2001-2002 school year, the Pollard media program was greatly compromised by the construction of a temporary classroom within the media center. This, along with the loss of the media center conference room, also assigned as a temporary classroom, impacted the number of students using the media center simultaneously. Designed for three to four classes, the center functioned with only one class at a time. Access to the facilities, materials and the instructional program was limited to students and teachers. It is anticipated that the construction of the modular classrooms will relieve the crowding and return the media facility to its original design and intent.

Elementary Media and Technology Instructional Program

• State and local grants greatly benefited elementary media and technology programs. Title VI and RCN funds provided seed money to pilot a grade four keyboarding program at Mitchell and Hillside schools. Students learned keyboarding skills on Alphasmart keyboards and used the keyboards for classroom writing assignments. This program will be expanded to all grade four classrooms with NEF and Title IID funds in FY 03. Project MEET, a DOE competitive grant, continues to influence project-based learning with media and technology resources at Newman. Next year Newman teachers will team up with Broadmeadow teachers for teacher training, curriculum planning and student project planning. A second NEF grant will train teachers in the use of multimedia at Newman and Hillside. The improved facilities at Broadmeadow and Eliot Schools will require the services of an Elementary Instructional Technology Teacher to help teachers and students make the best use of the expanded media and technology facilities.

• Approximately 150 parent volunteers worked in the school media centers. They managed the circulation of materials while the media specialists instruct students in literature, information and technology skills.

Middle School Media and Technology Program

• The required and elective computer classes at Pollard offered a wide variety of skill development for students. The classes were oversubscribed as students opt to learn web page publishing, desktop video editing, computer programming and art and the computer. The NEF has funded a large proposal at Pollard to upgrade the music keyboard class from traditional pianos to electronic keyboards with computers and composition software. This will provide another technology elective for students. The Pollard Media Center web site is recognized as a strong model for middle schools. The site is organized by grade level and cluster. It provides resources for students to continue project based learning at home.
http://www.needham.k12.ma.us/pollard/media_center/

High School Media and Technology Program

• The NEF and other collaborative funding helped create a second graphic arts lab at NHS. The computers in the Writing Lab and the Music Lab were increased to accommodate more students. Student use of the Writing Lab has tripled in the last five years. Four hundred and thirty five classes used the Multimedia Lab for integrated technology projects. A new elective course, Web Design and Multimedia, was offered in the technology sequence. An increased number of senior students used technology applications to present their senior projects, such as Power Point, iMovie and web publishing tools. Two NHS students won Massachusetts History Day competitions for the videos they created with iMovie, a desktop digital video editing program. The curriculum web projects were expanded significantly through Mr. Baker's assignments.
http://www.needham.k12.ma.us/High_School/cur/Baker_00/default.htm

• The high school library program accommodated more than 400 classes and nearly 6,000 study hall visits by individual students. The improved physical rearrangement of the library is designed to supervise and support all students who are using the facility during a class period. The library web site reflects the information literacy goals of the department. The site provides a variety of tools to encourage students to work independently; pathfinders, guides to citing sources and database access routines. The site reflects the expansive work that is being accomplished to connect the classroom curriculum to electronic resources.
http://www.needham.k12.ma.us/High_School/nhs_media/default.htm

• The school media centers circulated more than 130,000 materials to students and teachers. Print reference collections continue to be used along with web based resources, such as subscription databases, search engines and search directories. Our students are using a wide variety of resources. There is an increased emphasis on information literacy skills at all levels.

It is our goal to create students who are critical consumers and producers of information.

WORLD LANGUAGES

• Elementary students begin to study Spanish in third grade. Instruction was provided by elementary Spanish teachers and supplemented at some grades with video lessons. Many classroom teachers also informally incorporated Spanish into their day. The elementary Spanish curriculum is integrated with the grade level curricula and includes the four language skills -- listening, speaking, reading and writing. The curricula for third, fourth and fifth grade Spanish are now part of the systemwide curriculum database.

• At the middle school, students may continue their study of Spanish, or begin French or German. This year, at the middle school, the World Language teachers began an International Club which met after school. Students and staff met monthly and planned celebrations for special occasions such as 'El Día de los Muertos', Oktoberfest, National French Week, and Foreign Language Week.

• Many middle school students had an opportunity to use their second language in real life situations. French students went on a trip to Quebec where they visited historic sites, toured Quebec and ate in restaurants. Spanish students took a field trip to Jamaica Plain where they used their Spanish in shops and in a restaurant.

• Many World Language students at Pollard and at the High School participate in national standardized testing. This year, as in previous years, many students received awards at the state or national levels.

• Spanish students at the high school had the opportunity to travel to Spain during April vacation. That trip took them to Madrid and then through the south of Spain, including a visit to the Costa del Sol.

• This year at the high school preparation continued for the offering of Mandarin instruction beginning in the fall of 2002.

ADULT EDUCATION

• While the primary function of the School Department is to serve the needs of children from pre-kindergarten through grade 12, the Needham Public Schools also maintains a dynamic program to provide the adult community with a wide variety of opportunities to participate in lifelong learning for personal and/or professional growth.

• During the past year, 135 courses were offered, ranging from academic subjects, such as World Languages, computers, and financial investment to creative and cultural pursuits, such as wreath making, playing bridge, creative writing, crocheting, and cake decorating, to physical activities which included dance, tennis, golf, volleyball, and aerobics. Driver Education and PSAT-SAT preparation is also offered.

• More than 2000 adults enrolled in courses this past year. The Adult Education Program is a fee-based, non-profit arm of the Needham Public Schools.

SCHOOL HIGHLIGHTS

BROADMEADOW SCHOOL

The 2001-2002 school year was an exciting one for the Broadmeadow School community.

• Literacy -- The district-wide initiative to improve literacy instruction continued at Broadmeadow. Faculty participated in staff development programs to implement instructional strategies for Writer's Workshop and Reader's Workshop. Literacy Study groups met during several early release days and faculty meetings, to review student work, view "best practice" videotapes, and discuss readings. NEF grants allowed the purchase of new "touchstone texts" for Writer's Workshop mini-lessons.

• Mathematics -- The first year of the districtwide Math Initiative brought the *TERC: Investigation in Mathematics* program to every classroom. An informational session was held for parents, as well. The school will continue with the full implementation of this program. Staff development will continue throughout 2002-2003.

• Professional Development Partnerships: Two Broadmeadow teachers are participating in the new Lesley University/Needham/Dedham Principal certification program. Broadmeadow's partnership with the Simmons College Graduate School of Education continued this year. Four MAT students served as full-year interns in our classrooms in a co-teaching model. Two interns in the Simmons Educational Leadership program also did internships with us as part of their practicum work for Principal's certification.

• Creative Arts -- The PTC hosted wonderful programs which included: "Paul Revere: The Man and the Myth"; Dennis Kobray, "George Gershwin"; Authors' Presentations, Nora Dooley, Suzy Kline and Barbara O'Connor; Historical Perspectives, "Marie Curie"; David Zucker, "Poetry in Motion" and Tanglewood Marionettes, "Perseus and Medusa."

• Community Involvement -- The PTC led the second annual "Pare and Share" day for the Pine Street Inn, hosted the Spring Fling Sockhop, volunteered service at the Bike Rodeo and Field Day, brought help and support to staff with "June Appreciation Breakfasts and Lunches" and published student writing in the "Broadmeadow Buzz."

• Renovation and Construction -- The new Broadmeadow School Project continued through the school year and students and staff hope to return to a beautiful new building in January 2003. They began the 2002-2003 school year at the Caryl School in Dover. Two major initiatives, "Art in Architecture: Phase One" and "Playground Initiative," were completed, this year. Therefore, upon return to their new school, there will be

a beautiful art installation in the center of the school and a state-of-the-art playground!

ELIOT SCHOOL

• The school year was filled with unique experiences, tradition, nostalgia, celebration, and lamentation. Staff and students mourned the tragic losses on September 11, 2001, and honored Needham's Fire and Police Departments for their heroic work. The Eliot community celebrated the school's educational triumphs and lamented the loss of its beloved school building's mural at the close of June. Eliot's sacred ground was hallowed at the Ground-breaking Ceremony in June as students performed ritual dances reflecting how other cultures "say goodbye" and interpret their sadness, even as they turn a bright face toward their future with all its promise.

• Highlights of the year include a multiplicity of milestones: Assessments to measure where they are and where they need to go, publications, integrated arts galore, scientific inquiry, the addition of 800+ books to our Media Center, the rich rewards from our Chapter I program, the inclusion of interns from local and out-of-state colleges and universities, the awarding of grants from the Needham Education Foundation and John Eliot PTC. The grants have brought, and will bring, dancers in residence who integrate the cultures of other lands and peoples, as well as our own into the repertoire. The Wellness Initiative continues to be fostered by the Mind/Body Connection, teaching staff and students how to reduce stress and promote well being.

• The Professional Development focus continued to establish a standards-based classroom. A new math series, *Investigations*, was put in place. It engaged students at every grade level and promises to improve math understanding both conceptually and in practice.

• Literacy is of major importance as the faculty collaborated with the reading/literacy specialists and the SPED and Title I staff. "Project Read" training is continuing during the summer and into the coming year. Emphasis on writing has been highly in evidence and a higher level of writing is amassed in our students' portfolios.

• P.T.C. enriched the lives of students by sponsoring field trips, contributing educational resources through teacher grants, hosting special events: Parent Coffees, Lip Synch Evening, Cabaret Night, Babson Skating, Check It Out! Family Science Night, Art-In, Eliot Spelling Bee, Creative Arts programs, Teacher Appreciation Luncheon, School Picnic, and monthly meetings to collaborate, coordinate, and plan for the future.

• Much appreciated was the presence of the Needham Science Center with its special programs, displays, dispensation of classroom pets, and individualized presentations. Conversational Spanish thrives - so much so that by grade five, the classes are conducted entirely in Espanol.

• The Arts were celebrated throughout the year - at Winter and Spring Concerts, in all the classrooms, and at the annual Spring Exhibition in May. As an added attraction, fifth grade musical "Borders to Bridges," was an eloquent plea for peace, respect, tolerance, and understanding. Our Field Day brought the entire school together with a non-competitive Olympic theme.

• Volunteers gave countless hours to the welfare of our staff and students. It was a stellar year.

• The Eliot staff and students greeted their new principal, Suzanne Wilcox, with great joy and anticipation as they moved to the High Rock School for the interim period.

HILLSIDE SCHOOL

• In December, a Mitten Tree was decorated by our kindergartners and the mittens given to the Needham Community Council. Unneeded winter coats were donated to shelters. A book swap allowed our students to both choose new books for themselves and also donate books to children who need them. Monthly food collections for the Needham Community Council were organized and students delivered these goods and stacked the shelves themselves.

• Counselors from the Needham Youth Commission worked with small groups of Hillside students. Together with the Needham Youth Commission and high school students performing their community service, an after-school program continued to help students with homework and research projects.

• Hillside parents worked very hard to improve both playground areas.

• Students were introduced to the new math program, *Investigations*, during the year, and are very able to explain their strategies and mathematical thinking. Teachers will receive more training next year and implement the entire program.

• The seventh edition of *Kids' Chronicle* included a piece of writing from each Hillside student. Literature circles continued throughout the school. This level of parent involvement was very meaningful.

• For the second year, Lyn Littlefield Hoopes was a poet-in-residence and worked with students at all grade levels.

• This year, staff members focused on teaching comprehension strategies described in *Mosaic of Thought*.

• Special enrichment programs were brought to the school by the PTC: Creative Movement (Dancing Nancy), Native American Culture (Dan Cripps), authors Barbara O'Connor, Greg Maguire, and Suzie Kline. Storytellers, musicians, and actors brought the curriculum to life. Field trips were also possible because of PTC support. Funds raised during the year were directed at purchasing equipment for playgrounds and

for updating the library collection. The Needham Science Center continued to be supportive with displays, demonstrations, materials, and live animals.

• This year, all staff taught specific strategies for children to use to combat teasing and bullying by using the Easing the Teasing program. Students have the vocabulary and are much more able to recognize any name teasing and bullying. They will need to continue work in this area. Staff presented information and program at PTC meeting.

• Special programs were planned to bring families into the school to learn more about it and to feel welcome. Parents were invited to Curriculum Night and Invitational Coffees, the Sock Hop, Babson Skating Party, the Spring Fling, the Hillside Spring Concert and Art Show, and Family Picnics in September and June. The EASE (Elementary After School Enrichment) program, begun by a Hillside Parent, continued to offer exciting activities for children.

• Parents and staff were surveyed, and results were used to create School Improvement Plan.

2002-2003 school year

• Staff will continue to work on literacy. In addition to teaching specific genres in some classrooms, two workshops were given at faculty meetings and every grade level had a half day in-service planning in the spring. There was an introduction to the revision tools suggested by Barry Lane and also the concepts of paragraph structure and paragraph unity. In the spring, some of those skills were modeled and grade level staff met to plan next year's writing program.

• Presently, scope and sequence calls for teachers to teach many genres of writing at each grade level. They will focus on specific genres in depth at each grade level in order to ensure greater mastery:
Kindergarten - Narrative Writing; Grade One - Narrative Writing; Grade Two - Narrative and Descriptive Writing; Grade Three - Descriptive Writing; Grade Four - Persuasive Writing; and Grade Five - Informational Writing.

• An NEF grant has been written for Barry Lane, author of "After The End, Teaching and Learning Creative Revision," to visit Hillside School as a Writer-in Residence to work with teachers and students. In addition, the Hillside School PTC will fund one of the two days of his residency. The goal of his residency will be to teach staff and students specific revision and editing skills which will build a common revision process and common vocabulary throughout the school.

• Mathematics
- Continue *Investigations* training for teachers.
- Develop a training module for new teachers.
- Provide in-service training workshops for interested staff.
- Continue to refine scope and sequence charts K-5.
- Provide supplementary materials and units to support scope & sequence expectations.
- Create end-of-year assessments to be used to measure student mathematical achievement based on grade level scope and sequence charts. Assessments were developed for grades two and five to administer in June, 2002. Assessments for grades kindergarten, one, three, and four will be developed and administered in June, 2003.
- Use of end-of-year assessments to inform instruction in September.
- Develop remediation plans for students who fail MCAS mathematics sections.

• After-School Activities: Offer an academic menu of after-school opportunities for self-motivated students interested in studying topics in Science, Math, and Writing. Already being explored are:

• Science Club - Dr. Judy Campbell will design a Science program which will run through the EASE program. The children will meet once a week and explore a variety of topics. Additional research will be required of the participants.

• Writing Club - An instructor will run a writing club for students who are talented in this area and interested in learning about different genres of writing.

• Olin College - Proposal has been submitted to Olin College to have two students work with our fourth and fifth grade students on engineering projects for constructing and testing a variety of structures, including bridges, domes, and structures that collapse. Other projects might include building electric circuits or learning more about the science behind machines such as pulleys, levers, crankshafts, gear wheels, and conveyor belts.

• Jason Foundation - Hillside is hoping to establish a relationship with the Jason Foundation to have students participate in their interactive programs. In addition to a program for intermediate level students, as well as participation in a pilot for primary age children.
• Wellness Goal
- Continue to teach "Easing the Teasing" strategies.
- Continue to use literature and videos which provide students with the opportunity to identify problems and problem solving strategies. See web site (www.needham.k12.ma.us) Click on Media Center. Click on Special Hillside School Links. Click on Easing the Teasing Program.
- Supervise students carefully during recess.
- Consistently enforce consequences for inappropriate behavior.
- Survey students at the beginning and end of the school year.
- Offer summer course in July, 2002 to determine methods and materials which will help children develop the social and emotional competencies outlined for grades K-2 and 3-5.

MITCHELL SCHOOL

• Mitchell teachers used early release days and staff meetings to follow up on a graduate level video course designed to improve literacy instruction and assessment.

• The new monthly publication, *Book Ends*, contained book reviews contributed by Mitchell students. These were kept in a binder in the media center to be shared by all students.

• "Jump Up Day" during the last week of school allowed all students, including incoming kindergartners, to spend some time with their new teacher and classmates before summer vacation.

• Mitchell students participated in over 40 technology projects during the year ranging from school store spreadsheets, to web-based dance instruction and computer-assisted instruction. They also used technology to learn about planets, temperatures around the world, animal habitats, map-making, explorers, body systems, and insects.

• Mitchell students enjoyed participating in two new after school clubs: a Chess Club for grades 3,4, and 5 and a Performing Artists Group for 5th graders.

• Over 70 parent volunteers helped in the media center with collections and book binding.

• Trained parent volunteers helped in the classroom through several programs including: Junior Great Books, Investigations in Math, CAPP, and literature circles.

• Parent views and opinions were sought through the second annual Safe School/Positive School survey. The survey was developed by the Mitchell School Council as part of the school improvement process.

• The school worked on wellness and safety through Yoga for Kids training, a Recess Safety program in the fall, and a Bike Rodeo in the spring.

• Staff members worked to celebrate diversity and eliminate cultural bias. Two staff members facilitated a Multicultural Affinity Group. Our Multicultural Mural Project received funding from the PTC, NEF and numerous Needham civic organizations. The Mural will focus our multicultural theme for next year. Classroom activities included: Native American Day, an original play celebrating folk tales from around the world, the annual "It's A Small World" performance, and creation of an African village.

• METCO Family Friends committee organized after-school programs that brought music, magic, and multicultural fun for a diverse group of children.

• Reading teachers facilitated an 8-week MCAS support group for students who exhibited need based on MCAS and ERB testing.

• Students contributed to the community in various ways. The school raised over $900 for the Red Cross after September 11. A school-wide clothing drive produced many boxes of winter clothing for the Pine Street Inn. Two fourth grade classrooms raised over $1000 for charities. Students collected food for the food pantry and classroom Green Teams spent many hours picking up litter from the school grounds.

• The Mitchell staff attended informative workshops including: Differentiated Instruction, Tech Camp, Project Read, and EMI.

• PTC events range from a Fifth Grade Writing Celebration to a Used Book Fair, and from a Gallery on the Go 6-week art exhibition to a colorful "Welcome-to-Mitchell student-painted sign in front of the school.

• Presently, the scope and sequence calls for teachers to teach many genres of writing at each grade level.

• Mitchell students were fortunate to participate in memorable and informative field trips. These trips included fascinating destinations such as: Plymouth Plantation, the Boston Museum of Science, the Lowell mills, the Roger Williams Zoo, the Broadwater Environmental Center, the Museum of Fine Arts, and the Make Way for Ducklings exhibit on the Boston Commons.

• In the school year 2002-03, Mitchell will continue to reflect on our literacy practices. In writing, it will focus on specific genres at each grade level in order to ensure greater mastery: Kindergarten - Narrative Writing; Grade One - Narrative Writing; Grade Two - Narrative and Descriptive Writing; Grade Three - Descriptive Writing; Grade Four - Persuasive Writing; Grade Five - Informational Writing

• Staff and students will move to full implementation of the new math curriculum. The math and literacy programs will be supplemented as a result of an NEF grant to purchase Successmaker software which allows targeted students to make academic progress at their own rate. There will also be a continuation to collaborate with our elementary multicultural specialist to explore different perspectives in social studies. Several teachers are excited about participating in the Jason science project. As always, students will benefit from the fascinating programs made possible by our PTC.

NEWMAN SCHOOL

• Completed the implementation goals for *Investigations* Math
• Trained the core team in Responsive Classroom practice in summer week-long, implemented pilot K-6. Follow up workshops four times during the year through NEF Large Grant funding
• Formed the Asperger's Study Group (special and regular educators/ Hillside/Newman)
• Completed the Newman webpages
• Won a Kindergarten Transition grant to fund the K/1, Program awarded accreditation by the National Association for the Education of Young Children
• Awarded a participatory technology grant Broadmeadow/Newman Project M.E.E.T.

• Convened the Historical Complex Committee looking at the potential for the creation of an historical village in front of the Newman School
• Designed "Individual Learning Plans" for children found ineligible for special education services, the ILP to serve as a model for student planning
• Led the district team to Milwaukee for Jason Project training in June.

POLLARD MIDDLE SCHOOL

• Pollard welcomed 1,074 students through its doors in September. This number represents the largest student enrollment in recent history. By capturing classroom space in the Media Center and some other non-traditional teaching areas, student and teacher classroom needs were temporarily met . Everyone at Pollard looked with great anticipation to both the modular classrooms set to arrive in September, 2002, and the possibility of a second middle school in the future.

• One of the very important schoolwide goals during this past year was to improve communication between the school and the home. A more concerted effort to keep parents and teachers connected resulted in the use of more e-mails, voice mails, Principal's Coffees, PTC meetings, and other initiatives to keep parents informed about student progress. A mid-year parent survey was the source for a great deal of feedback for both teachers and administrators. This information will serve as the basis for next year's School Improvement Plan.
• The spirit of giving and helping others less fortunate than ourselves was an ongoing theme this year. Eighth graders tutored sixth graders in a number of subject areas. Student Council provided financial and human resources to various charities and organizations in need. The main fund raising initiative this year was the eighth grade benefit. A talent show brought staff and students together with a net result a $3,000 donation to Sandra's Lodge in Waltham. This home for abused women and children was also the beneficiary of a large volume of clothing and personal hygiene items.

• Throughout the year, Pollard students excelled both in and out of the classroom. With the help of a hardworking and dedicated staff, standardized test scores were high and performance on the MCAS test ranked our students above other area communities. Students' classroom learning experiences were complimented with supplemental and cultural activities provided by the PTC's Creative Arts Committee. From Paula Morin's "Pyramids and Pharaohs" at Grade 6, to the annual visit by Yoko Watkins to Grade 7, and our Cashore Marionettes entertaining our eighth graders, our students learning experiences were rich both in the academic and in the cultural sense.

• The Needham Education Foundation continued its generosity by funding numerous initiatives. Their ongoing support for our Character Education Program coupled with financial backing for Literary Circles and peer mediation training resulted in funding that exceeded $15,000.

• The PTC continued to be a strong advocate for students and teachers at Pollard. Their sponsorship of monthly coffees, after school activity grants, and classroom enrichment grants provided opportunities for students to help them to grow both academically and socially.

• Once again this year, Pollard students had the opportunity to participate in a stage production. The musical "Once On This Island" brought together over 75 students to sing and dance to the musical adaptation of "The Littlest Mermaid."

• The Fine and Performing Arts Department was once again a major contributor to the lives of students at Pollard. The Band and Chorus performed both locally and in competition outside of Needham. The Treble Choir received special recognition for placing first in a competition of middle schools and high schools in the eastern United States. The Spring Art Exhibit was a display of student work that belied their age and experience.

• The school year ended in a very upbeat fashion as eighth grade teachers sent 333 students to their next level of education. The class of 2002 will be remembered by all at Pollard as a respectful, hard working, and a fine group of boys and girls.

NEEDHAM HIGH SCHOOL

• Needham High School continued in 2001 – 2002 to respond to the recommendations of the 1999 New England Association of Schools and Colleges re-accreditation report. As a member of the association, the high school has an obligation to continue to improve its adherence to the standards for accreditation. This process to improve schools systematically and continuously requires the high school principal to report on the school's progress in addressing the 93 recommendations of the NEASC visiting committee.

That committee recognized the school by stating: "Needham High School is an excellent school. By all measures of accountability and student achievement, the students at Needham are demonstrating outstanding and rigorous achievement. The dedicated, highly able, and talented faculty and staff see to it that student needs are being met in ways that exceed the expectations of the community. The school has a rich history of accomplishments and a record of achievement which brings pride to the community."

• This partial list provides a sampling of some of the outstanding and rigorous achievements:

~ All students in the Class of 2003 who participated in the MCAS test as sophomores at NHS passed this state requirement for graduation. MCAS tutorials assisted those students who failed the exam originally. Several students new to NHS as juniors still need to pass the exam to ensure complete success for this class, the first one required to pass MCAS as a diploma requirement.

~ Post-secondary plans for the graduates of 2002 include 91.9% continuing school, 1.2% joining the work force; 5.4% working a year before going on to school; 1.5% joining the military services.

~ College testing scores, including SAT 1 and SAT11, remain at or near the top of historical averages. The number of students enrolling in Advanced Placement courses continues to increase.

~ Student participation in and recognition for student activities remains strong. The Mock Trial Team won the state championship and participated in the national contest; the cheerleading team was invited and went to a national competition; the chess team had an undefeated season; the football team played in the post season competition for the first time; the girls' lacrosse team won the state championship for the fifth time in six years; individual students were honored for their art work while others in the Speech and Debate Club achieved recognition for their performance.

~ The high school continued its work on linking its expectations for student performance to the curriculum and assessment program. This is the major instructionally related improvement recommended by the NEASC.

~ The town continues to support the needed building related improvements required to move the high school to full re-accreditation. The HVAC work required in A- building was completed in the fall of 01. The spring town meeting authorized funds to details the work and expense of completing this work in other sections of the building.

~ Finally, the high school community responded to the events of September 11 and the death of one of our students in April. Students conducted and participated in assemblies marking these two tragedies. Although these incidents certainly impacted the high school, the first line of the Statement of Purpose, "Needham High School is a community and school partnership whose focus is learning" guided the response.

FY03 FORECAST

As this report is being prepared, the new Broadmeadow School is about to open with anticipated occupancy in January 2003. Additionally, ten modular classrooms were added to the Pollard Middle School in September 2002 to alleviate overcrowding conditions. Work to provide a more appropriate space at the Newman School for our Pre-School was finished in September 2002. The Eliot School project is proceeding smoothly with an anticipated occupancy date of November 2003.

We are excited and appreciative of the generous support and assistance we have received from Town Meeting, as well as the coordinated efforts of the Needham School Committee, the Board of Selectmen, the Finance Committee, the Permanent Public Building Committee and our community leaders who were most instrumental in the approval of our construction/renovation plans.

As always, Needham's School Department faces challenges and looks for opportunities. We are fortunate to have dedicated, intelligent, and creative people servicing the educational needs of children and adults in this community. Schools and education are truly one of this town's greatest assets, and an attractive reason why new families choose to locate in Needham. The School Department appreciates this community's support and encouragement, as well as the hours of volunteer service that citizens devote to their public schools

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FUTURE SCHOOL NEEDS COMMITTEE

James Lamenzo
Mary Riddell
Marjorie Margolis
Loretta O'Grady
Roger Toran
Ann derMarderosian
Kate Wescott
Jeffrey Simmons

PURPOSE

The Future School Needs Committee is a town committee that annually estimates the projected student population and monitors energy usage at each school. The Committee serves in an advisory capacity to Town Meeting.

FY02 HIGHLIGHTS

- Completed the annual enrollment projection and report analysis using town census data, including projections under alternative assumptions.
- Analyzed town census data and private school enrollment trends to project kindergarten enrollment.

FY03 FORECAST

- Complete the annual enrollment projections.
- Examine the accuracy of prior long term estimates based on current enrollment.
- Review energy usage at each school.
- Reestablish the role and duties of the Committee due to changes in town functions and responsibilities of other committees.

MINUTEMAN REGIONAL HIGH SCHOOL

Minuteman Regional School Committee 2002
Charles Olmstead, Acton
Erin Phelps of Arlington
Joseph White of Belmont
Stephen Koral of Bolton
James Ford of Carlisle
Phillip Cheney of Concord
Frank Gobbi, Jr. of Dover
Rosalie Barton-May of Lancaster
Marjorie Daggett of Lexington
Colin Young of Lincoln
Jeffrey Stulin of Needham (Chairman)
Donna Corey of Boxborough
Alice DeLuca of Stow
Paul Lynch of Sudbury (Secretary)
Betsy Connolly of Wayland (Vice-Chair)
Mary Shaw of Weston

After several years of dedicated service, three members left the Regional School Committee in 2002. The entire Minuteman Regional School District thanks Mary Ann Gleezen of Lancaster, John O'Connor of Stow and Elaine Noble of Weston for their years of service and leadership.

Class of 2002 Graduate Achievement Highlights

- 91% of the Class of 2002 graduated into either college or employment in their field of study.
  100% of Dental graduates passed the National Dental Board examination.
- 100% of Cosmetology graduates passed the state board examination.
- 100% of Early Childhood Education graduates were fully certified by the Office for Child Care Services, Commonwealth of Massachusetts.
- Medical Occupations graduates achieved 100% placement in either college or a job in the field.
- Science Technology graduates achieved 95% placement in either college or their field of study with 84% (47 out of 56) attending college.
- Culinary Arts graduates achieved 100% placement rate with 18 of 26 enrolled in college and 8 employed in the culinary or hospitality field.
- Construction-Trades graduates achieved 88% placement rate with 17 of 54 enrolled in college and 29 of 54 entering the workplace in their field of study.

Academic Division Highlights

- Minuteman Regional High School sophomores tied for first place in Massachusetts among regional technical schools on MCAS test performance.
- Forty-five students took advantage of college level pre-calculus and calculus courses under an articulation agreement with Middlesex Community College.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- Minuteman Librarian Rolf Erikson authored a book "Designing a School Library and Media Center for the 21st Century" published by the American Library Association.
- A freshman seminar course is being taught on-line with students receiving training in Internet research, writing skills, software application usage and time management.
- The Minuteman Players, the school's drama students, produced and performed spring and fall productions: The Soapy Murders, a comedy mystery and The Scene Stealers, a compilation of famous scenes from Hollywood movies of the past twenty years.
- The Special Education Department teamed with mainstream teachers to help students achieve one of the highest levels of special education MCAS "pass" scores in the state.
- Faculty members from English, Guidance, Social Studies and several vocational fields developed Character Education curriculum for use throughout the school.

Science & Technology Division Highlights

- The first state-approved high school pre-engineering program entered its third year. Minuteman in articulation with the University of Massachusetts initiated college level engineering courses on Saturday mornings to serve students from local high schools.
- Electromechanical Robotics students Michael Kelly of Medford and Benjamin Perry of Sudbury took National First Place in Skills USA/VICA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2002.
- The Biotechnology Academy was designated an outstanding high school program by the National Center for Career and Technical Education at The Ohio State University in conjunction with the U.S. Department of Education, Washington, DC.
- The computer department expanded its partnership with CISCO in designing a new networking course, the first step for students intending to become a networking engineer.
- The Electronics/Telecommunication Department designed new technology units with extensive help from RCN and American Alarm & Communications, Inc. of Arlington.
- Many new industry partnerships were approved, including, Verizon supporting funds for after-school technology training, Cognex Corporation of Natick providing weekly on-line interactive training on Visions Systems, GTE helping write new physics units, the Northeast Center for Telecommunications providing grant funds, etc.
- The Environmental Technology department received a state-wide recognition award from the Massachusetts Executive Office of Environmental Affairs and a personal visit from Secretary of Environmental Affairs Bob Durand. Students were active in numerous off-campus service projects for such agencies as the MWRA, Cambridge Water Department, Bolton Conservation Commission, Sudbury Valley Trustees, Massachusetts Division of Fisheries & Wildlife, U.S. Department of Fish and Wildlife and the Northeastern University Marine Biology Research Laboratory, and the United States National Park Service,

Minuteman National Historic Park

Construction – Power – Building Trades Division Highlights

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the fourth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the three-bedroom colonial home for the Wayland Housing Authority.
- Carpentry and Drafting students designed and constructed a replica Thoreau/Walden Pond house on the campus of the Thoreau Elementary School in Concord for use in environmental science education.
- The Computer-aided Drafting & Design department completed plans for a three-bedroom colonial home to be built by Minuteman's construction students in Lexington.
- Student teams completed major renovation of office space for the Louise May Alcott Center in Concord and rebuilt historic cannon stands for the Belmont Town Common.
- The Automotive Technology Post Secondary program became the first in the state to complete and earn certification through the National Automotive Technical Education Foundation (NATEF).
- The Landscape Management Department won several awards again, including First Place at the Annual New England Flower Show in Boston.

Commercial & Human Services Division Highlights

- The Child Development Center and the Early Childhood Education department was recertified by the National Association for the Education of Young Children. Many commercial centers do not receive this certification for excellence and good practice in curriculum implementation.
- In Retail Marketing & Management, a two-student team placed first in state level entrepreneur competition among Distributive Education students. Another student won first place in the annual Massachusetts School Bank Association's annual essay contest. Students also hosted their annual "Breakfast with Santa" fund-raiser for Children's Hospital of Boston. Through this effort over the years, Minuteman students have donated more than $10,000 to needy children.
- In Culinary Arts, bakery students won gold, silver, and bronze medals in state competition. The Department is preparing to become a certification site for the American Culinary Federation.
- Jane Tang of Acton, a Culinary Arts Baking student won National First Place in skills competition held in Kansas City, MO in June 2002.
- Emily Bawn of Stow, a Graphic Communications student, won the gold medal in state Skills USA/VICA and National First Place in the national competition held in Kansas City, MO in June 2002.

Overall School Highlights

- New and/or updated college articulation and advance credit agreements with numerous top colleges in 26 different career areas.
- Minuteman faculty and administration completed an extensive self-evaluation project using the Baldrige criteria for excellence, criteria well known to business and industry.
- Minuteman's School to Careers Partnership has formed a Minuteman Business/Education Alliance with direct or association representation of approximately 1,700 companies. This will allow Minuteman Regional High School to facilitate communication and cooperative student-employer projects and internship opportunities involving each of our district's fifteen participating high schools.
- Community education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including conversion to gas heating, upgrading athletic fields, and construction of the new Student Service Center.
- Numerous staff development efforts focused on obtaining national rather than just state certification in graphics & digital media, culinary arts, and collision repair (ASE).

Continued Recognition of Automotive Academy

The Minuteman Automotive Academy was selected by the National Automotive Youth Educational Systems program as a site for high level career learning in the field and voted the Most Outstanding Automotive Technology Program in Massachusetts by the Industry Planning Council of New England. Dalmer Chrysler, General Motors, Toyota, Volkswagon, the National Institute for Automotive Service Excellence (ASE), college partners and others work with Minuteman in providing exciting career opportunities across a broad spectrum from advanced technician to management specialist to automotive designer and engineer.

PUBLIC SAFETY

POLICE DEPARTMENT

William G. Slowe, Police Chief

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions.

This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-criminal conduct
- Performance of miscellaneous services

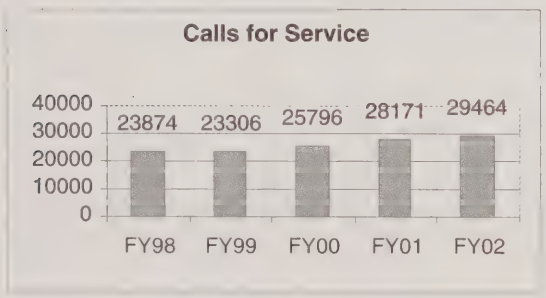
Consistent with the above, the department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.

FY02 BUDGETARY DATA:

Salaries	$ 3,809,278.97	No. of employees
Expenses	123,654.47	Full time 58 (49 police; 9 civilians)
Capital outlay	128,658.00	Part time 14
Purchase of services	52,091.87	

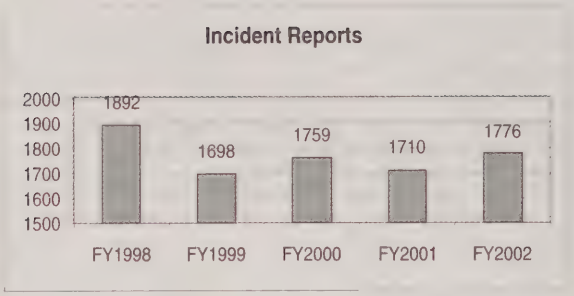
FY02 HIGHLIGHTS

- The dispatch center handled 29,464 police calls for service, a new record number of calls.
- A specially trained officer performed over 300 child safety seat inspections for parents.
- Significant efforts have been made to improve the safety of children and staff in all Needham Schools.
- A new traffic enforcement program to promote safe driving on Needham roadways was initiated.
- Officers responded to 2,299 residential, business and vehicle alarms in the town.
- In conjunction with the Human Rights Committee, the department was a sponsor of a program entitled "Understanding Our Muslim Neighbors."
- The department conducted a Citizen's Police Academy beginning in September.
- Work on a revised set of departmental policies and procedures continued throughout the year.



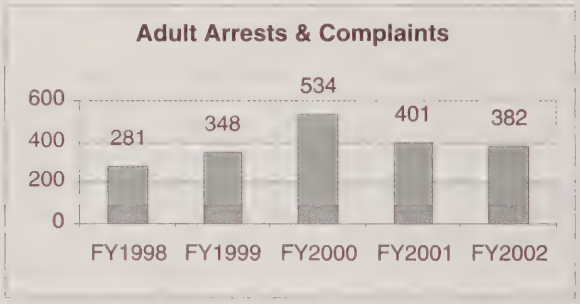
Incident Reporting:

- Incident reporting increased from 1710 to 1776 reports written.
- Larcenies reported to the department increased from 246 to 252.
- Vandalism incidents decreased from 147 to 103.
- There were 49 Breaking and Entering incidents during the fiscal year, up from 32 last year.



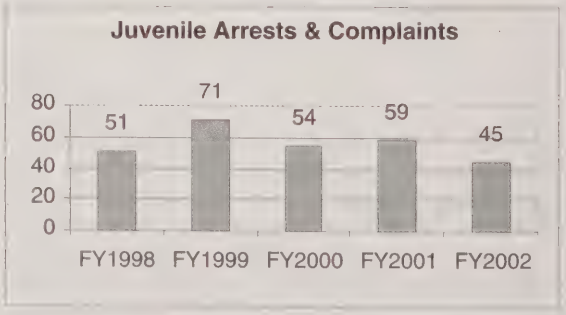
Arrests:

- Overall, the number of adults facing arrest or complaints decreased from 401 to 382.
- Juvenile arrests and complaints decreased from 59 to 45.
- 44 persons were charged with some type of assault or aggravated (with weapon) assault.
- There were 61 persons charged with drug violations as a result of the 43 reported incidents.
- A investigation by detectives led to grand jury indictment of seven men for many credit card theft and fraud offenses.



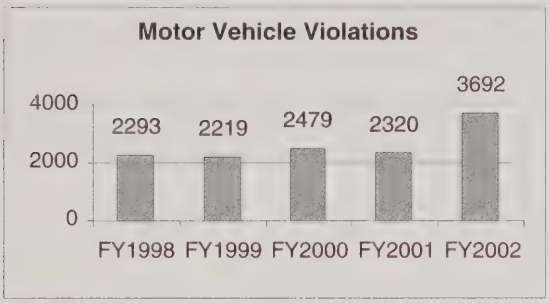
Juvenile:

- Drug education was continued through the D.A.R.E. program.
- Positive alternatives to drugs included after school sports programs.
- Safety in Needham Schools was the focus of a number of inter-agency meetings.



Traffic:

- Traffic accidents reported by officers decreased to 431, the lowest number in five years.
- The number of motor vehicle violations recorded on citations was 3692.
- A new statewide accident reporting procedure began in November.
- 131 persons were reported to have been injured in the 431 reported accidents.



FY03 FORECAST

- To continue a community-oriented policing approach to law enforcement problems.
- To promote seat belt usage with a consistent enforcement effort on Needham roads.
- To join with other departments and be prepared to respond to any terrorist related threats.
- To maintain liaisons with all elements of the community.
- To remain actively involved in the Human Rights Committee and TRIAD.
- To update policies and procedures of the department to meet the needs of the community.
- To provide the community with the public safety services necessary to advance into the new millennium.

FIRE DEPARTMENT

Robert A. DiPoli, Fire Chief

MISSION STATEMENT

To provide the Town of Needham with an effective well-trained team of professionals to protect the lives and property of its' residents through fire suppression, emergency medical services, emergency disaster preparedness, fire inspections and fire prevention through education, in the most cost-effective manner possible.

FY02 BUDGETARY DATA	
Salaries	$4,629,427.
Purchase of Services	81,443.
Expenses	143,194.
Capital	20,350.
TOTAL	$4,874,414.

COST OF FIRE AND EMERGENCY MEDICAL SERVICES (BLS and ALS)

The cost of fire and emergency medical services, both basic life support and advanced life support, provided by the Fire Department averaged $168.60 per year, per person or $.46 per day, per person.

FY02 SUMMARY OF INCIDENTS	
Fires	100
EMS	1,625
Service Calls	609
False Calls	454
Miscellaneous Calls*	576
TOTAL	3,364

*Miscellaneous calls include over pressure rupture, hazardous conditions and good intent calls. In addition, fire inspectors responded to 675 calls for inspections of buildings and residences in the community.

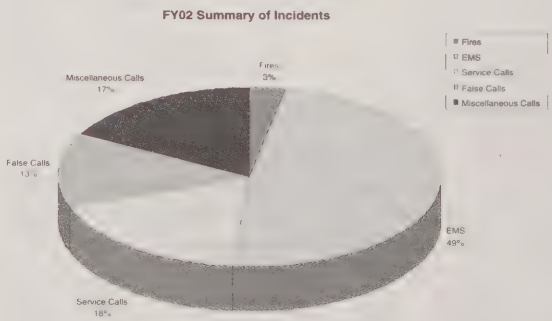
FY02 HIGHLIGHTS

- Firefighter/EMT Lewis A. Wheeler retired after 36 years of service. He was instrumental in the development of our EMS program.
- Two new Firefighter/Paramedics, Jeff Cote and Sean Irving, graduated from Boston Fire Academy and joined the department.
- Several of our firefighters went to New York to assist in the rescue and recovery operation at Ground Zero.
- The department was, once again, awarded a Student Awareness of Fire Education (S.A.F.E.) grant. This year, Firefighter/Paramedic Shawn Donovan, lead S.A.F.E. instructor, developed and presented a slide show depicting what took place on 9/11/01. The slides were made from prints taken by our firefighters who assisted at Ground Zero.
- A Fire Department Feasibility Study was conducted to determine the impact of response times, adequacy of existing station locations/potential additional future station, and the deployment of current and future apparatus.
- The department purchased another Thermal Imaging Camera and placed it into operation.

- The department was called upon numerous times to investigate suspicious letters containing white powder. Many of these letters were brought to the
- State Crime Lab in Jamaica Plain for further analysis. Fortunately, none of them contained any harmful substances.
- The Fire Prevention Bureau issued 952 permits and collected $25,770. in revenue.
- The Fire Prevention Bureau continues to inspect for properly placed, working smoke detectors upon the sale or transfer of homes. This year 541 homes were inspected.
- Thirty seven (37) underground tanks were removed under the provisions of MGL, Chapter 148, and 527 CMR 9:00.
- One hundred forty-six (146) permits were issued for oil burner inspections. Every two years tank trucks must be inspected. This year, six oil tank trucks received safety inspections. Other inspections totaled two hundred twenty-six (228) and included brush permits, welding, LPG, etc.
- The Fire Prevention Bureau inspects all homes and structures to be demolished. Oil tanks, above and underground, as well as oil burners and hazardous materials such as refrigerators, paint, asbestos, etc., must be removed. Thirty-three (33) homes were inspected and demolished.
- Inspections of all nursing homes, as well as the hospital are conducted quarterly.
- Firefighter/Paramedic Bryan Campbell continues to represent our department on the MetroFire HazMat Team. He has been a team member for 9 years.
- Recertification for First Responders, EMT's and Paramedics was on-going throughout the year.
- Terrorism training, specifically incident command and decontamination, were the focus of our training program.
- Department personnel continue to take advantage of training courses provided by the Massachusetts Firefighting Academy, as well as at other local departments.
- File of Life kits are available free of charge to residents. The kit consists of a medical information card, which includes emergency contacts, medical data and existing medical conditions/allergies. The card is folded and placed into a red vinyl holder, which is magnetic, so that it may be placed on the refrigerator.
- Emergency Medical Services responded to 1,625 calls, transported 1,296 (792 Basic Life Support and 504 Advanced Life Support), and collected $431,267.
- The department now has 16 paramedics with the addition of Jeff Cote, Sean Irving and Bryan Campbell.
- The Fire Alarm division collected $58,345. in master box subscriptions and $3,475 from fire alarm and sprinkler systems.
- Fire alarm personnel made approximately 586 visits to businesses within Town to check on fire protection systems that had a master fire alarm box installed. Approximately 180 trips were made to businesses without a master fire alarm box installed.
- Emergency Management personnel were trained in CPR and Emergency Shelter Operations.
- Once again, an open house was held at the Emergency Shelter at the Pollard Middle School.
- Comfort care kits are available at the Emergency Operations Center and at the primary care shelter at the Pollard Middle School. These care kits are for residents who need to relocate due to severe weather conditions.
- The Emergency Management division is always looking for volunteers. If you are interested, please call 781-455-7565.
- Four department dispatchers became Certified Level I Dispatchers through a course offered by the International Municipal Signalmen's Association.
- A fax machine was installed in the Dispatch Communications Center to aid them in receiving and transmitting important information.

FY03 FORECAST

- The department will sponsor an EMT refresher course in November.
- The department looks forward to receiving two new donated mountain bikes. An EMT and a paramedic will ride these bikes during special Town events.
- The department anticipates the purchase of a new ladder truck, which will be housed at Station 2.
- In December, the department will be accepting a grant award of a portable Decontamination Unit. It will be housed and operated by the Fire Department in conjunction with Beth Israel Deaconess Hospital, Needham Campus.
- Emergency Management will be offering an open house at 60 Dedham Avenue, which is the location of the Emergency Operations Center.



BUILDING DEPARTMENT

Daniel P. Walsh, Inspector of Buildings

This department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with applicable Zoning By-Laws, Massachusetts State Building Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Needham Sign By-Law and the enforcement of Massachusetts's requirement for Sealer of Weights & Measures.

The Massachusetts State Building Code also requires this department to inspect public buildings. There are 14 places of worship, 16 day care sites, several state group homes, 7 nursing home facilities, Deaconess-Glover Hospital, The Charles River Association for Retarded Citizens, 8 public schools, 4 private schools, 982 apartment units and 247 hotel units and approximately 45 other places of assembly that require inspections throughout the year to insure that these structures comply with the Building code for public safety, ingress and egress

Responding to inquiries about what one is allowed to do at their property has been a major responsibility of the Inspector of Buildings. It is the Inspector who must determine that all permits for additions and uses of properties, both residential and non-residential, conform to the Town of Needham Zoning By-Laws.

FY02 BUDGETARY DATA

Salaries	$262,870.00
Purchase of Service	$3,474.00
Expenses	$6,536.00
Total	$272,880.00

Number of employees:
Full-time 4; Perm. Part-time 3; Part-time 6

The Building Inspector also advises those residents who are not in conformance with the Zoning By-Laws of that fact and sees that the necessary corrections are made.

This Department issued 3,039 Permits and collected $494,639.95 this year in permit fees.

Number of permits issued/Fees collected

	1998	1999	2000	2001	2002
Building	947/$377,109.00	996/$406,152	1106/$406,152	132/$687,436	1016/$402,541.00
Plumbing	811/$ 26,175.00	696/$ 22,712	817/$ 29,890	712/$ 35,965	641/ $22,330.00
Gas	303/$ 7,002.00	315/$ 7,885	378/$ 8,685	359/$ 8,955	315/ $7,240.00
Wiring	1045$ 54,246.00	1002/$ 56,595	1122/$ 99,802	1156/$143,087	1024/ $52,767.00
Signs	50/$ 1,670.00	71/$ 2,430	41/$ 1,450	59/$ 2,240	32/ $1,210.00
Swimming Pools	8/$ 375.00	9/$ 400	3/$ 550	11/$ 475	11/ $500.00
Weights & Measures	$ 3,409.85	$ 3,934.65	$ 3,536.29	$ 3,301.50	$3,012.95
Miscellaneous Fees	$ 3,140	$ 6,021	$ 3,332.50	$ 4,705	$5,039.00
Totals	3164/$473,126.85	3,089/$506,129.65	476/$909,588.79	3429/$886,164.50	3039/$494,639.95

	1997	1998	1999	2000	2001	2002
New Single Family Dwellings	56	46	58	67	65	44
New Two Family Dwellings	4	4	3	3	5	4
New Non-residential Buildings	6	2	5	11	7	5
Conversion to Two Family		1	2			
Add/Alter Existing Residential Buildings	785	791	473	615	607	556
Add/Alter Existing Non-residential Buildings	136	108	401	109	95	71
Demolish or Relocate	41	35	54	58	57	42
Swimming Pools	9	8	9	12	12	11
Signs	99	50	71	45	56	34
Total	1,037	1,045	1,076	920	904	767

PUBLIC FACILITIES

PUBLIC WORKS DEPARTMENT

Richard Merson, Director of Public Works

PURPOSE

Public Works includes, in its broadest sense, all endeavors related to the planning, designing, construction, operation, maintenance and management of the physical facilities necessary or desirable to community life. The Needham Public Works Department renders service to all citizens in the areas of highway maintenance and construction, water supply and distribution, sanitary and storm sewer construction and maintenance, solid waste disposal and recycling, traffic control, parks and forestry maintenance and snow removal. The Department provides its own administration, engineering and equipment maintenance.

FY02 BUDGETARY DATA
DPW GENERAL FUND DIVISIONS

Personal Services	$2,244,950	No. of Employees
Purchase of Services	516,27	Full-time 90
Expenses	313,254	Part-time 22
Capital Expenses	5,402	
Snow & Ice	164,965	
Total	$3,244,842	

ENTERPRISE FUNDS

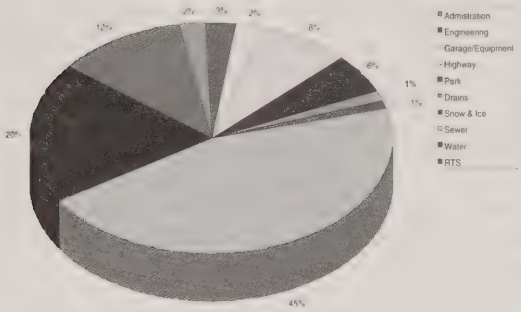
	WATER DIVISION	SEWER DIVISION	RTS DIVISION
Personal Servuces	$ 679,017.	$ 390,712.	$ 414,355.
Purchase of Service	371,302.	109,994.	813,947.
Expenses	224,392.	62,658.	118,742.
Capital Expenses	24,212.	0	0
Emergency Expenses	55,779.	196,871.	0
Debt Expenses	1,106,955.	996,008.	255,589.
MWRA Expenses	157,904.	4,378,298.	0
Claims Contingency	77,071.	0	0
Total	$2,696,632.	$6,134,541	.$1,602,633.

FY02 HIGHLIGHTS

- Shipped 7,555. tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 40 percent out of the solid waste stream.
- Recycled 3,082 tons newspaper and mixed paper, including phone books and magazines; 795 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3, and 292 tons of corrugated cardboard.
- Removed 528 tons of metal and 7 tons of tires from the waste stream.
- Removed 21 tons of paint.
- Goodwill & Red Cross received 184 tons of textiles.
- Composted 4,421 tons of yard waste.
- Processed 12,016 tons of DPW construction waste, i.e. from the replacement or repair of water, sewer & drain pipes, roads and sidewalks, from the waste stream.
- 10,149 Disposal Area user stickers were purchased of which 10,023 were residential & 126 were commercial.
- Under the Department of Environmental Protection (DEP) waste ban mandate, removed 14 tons of waste oil & 1.04 tons of anti-freeze from waste stream; collected 18.82 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers, and collected 10,848 linear feet of fluorescent light tubes, 276 lead acid batteries, 1,041 propane tanks, and performed 52 waste load inspections of vehicles on tipping floor.
- Continued the mercury fever thermometer exchange program in cooperation with the Board of Health & the Waste-to Energy Facility.
- Completed the reconstruction of the residential RTS drop-off areas, with 40% of the construction performed by DPW employees.
- Continued with the extended Wednesday evening hours program and leaf Sundays, and held 2 successful Household Hazardous Waste Days at DPW.
- Rehabilitated & paved 2.5 miles of roadway – Aletha Rd, Audrey Ave., Helen Rd, Ina Rd., Tudor Rd, & Woodbury Dr.
- Constructed 32 American Disabilities Act (ADA) handicap ramps, and installed 2,095 ft of granite curb and 6,380 ft of asphalt curb.
- Placed 548 tons of asphalt for road patch, 402 tons of asphalt for trench repairs, and 408 tons of asphalt for sidewalk repairs.
- Loam and seed 4.0 miles of berm at over 150 locations.
- Responded to and completed 526 work order requests, including repair of berms, fences,sidewalks driveway aprons, road repair, traffic signals, pavement marking, and parking meters, and signs replacement.
- Inspected 313 Street Opening Permits.
- Completed reconstruction of Bird Street and Central Avenue, from Pond St. to Marked Tree Road.
- Prepared bid documents and inspected the water service replacement on Richdale Rd, Rosalie Rd, Paul Revere Rd, Bird St.; water main & services replacement on Dedham Ave.; Phase II of the Brook & Culvert Cleaning Program, and the reconstruction of Broad Meadow Rd.
- Completed the designs for the reconstruction of the intersection of Wellesley Ave. & Cedar St., Mellen St. and Canterbury Lane.
- Coordinated engineering services for the design of Great Plain Ave., from Pickering St. to Harris Ave., the Highland Ave. Turn-back Project, Dedham Ave. Parking Lot reconstruction, and the reconstruction of Gary, Lee & Elder Roads.
- Park & Forestry Division responded to 216 work requests, removed 72 trees and planted 115 trees.
- For 7th year, Needham recognized as one of the Tree City USA communities.
- Renovated DeFazio #2 soccer and lacrosse fields.
- Renovated Walker Gordon baseball diamond.
- Oversaw the renovation of Cricket Field.

- Initiated organic treatment of Town Common with donations, and implemented soil testing program for athletic fields to determine soil additive requirements.
- Prepared & implemented the New Child Safety Act and Integrated Pest Management Policy for school grounds and other Town fields.

How Funds were Expended



Administration Division	$286,242.
Drains	178,028.
Engineering Division	396,048.
Snow & Ice	164,965.
Garage/Equipment Division	326,638.
Sewer Enterprise	6,134,54
Highway Division	1,112,513.
Water Enterprise	2,696,632.
Park Division	780,408.
RTS Enterprise	1,602,633.

FY03 FORECAST

- Continue to improve visual appearance of Recycling and Transfer Station
- Continue to meet or exceed State mandate to remove Universal Waste (computer monitors, televisions, VCRs, fluorescent light bulbs, nicad & lithium rechargeable batteries and mercury fever thermometers and thermostats) out of waste stream.
- Implement a construction and demolition (wood) diversion pilot program to meet future State mandate.
- Develop a Recycling Program for hard-to-manage items such as mattresses, rugs and porcelain fixtures.
- Continue the repair and preservation of Town roads, sidewalks, curbs & grass berms to maintain the overall road and sidewalk condition.
- Continue the scheduled maintenance and repair of traffic signs, traffic markings and parking meters.
- Implement Pavement Management System.
- Repair and update traffic signal equipment, and install 2 new school zone signals.
- Reconstruct 40+ American Disabilities Act (ADA) sidewalk handicap access ramps.
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of biodegradable anti-icing chemical, and employee training and tactical improvements.
- Provide engineering services for the reconstruction of the Wellesley Ave. & Cedar St. Intersection, the Webster St., West St. & High St. intersection and the reconstruction of the Dedham Ave. Parking Lot.
- Initiate engineering and design of the water main and services replacement for Great Plain Ave., from Pickering St. to Harris Ave.; Chestnut St., from Marsh Rd to the Dover Town-line, and the construction of the gravity sewer line on High Rock St., from Richardson Dr. to South St.
- Complete the reconstruction of Webster St., from Central Ave. to Highland Ave. and the reconstruction of the Highland Ave., Chapel St. & May St. intersection.
- Renovation of Greene Field baseball diamond, and McLeod Field baseball and softball diamond.
- Continue the Cricket Field Renovation Project.
- Expand the soil testing program for athletic fields and apply soil additives, as needed, to improve root zone for better turf growth.
- Renovate the High Rock soccer field goal areas.
- Continue to rejuvenate Town tree nursery.
- Continue to implement the Child Safety Act and Integrated Pest Management Policy for school grounds and other Town fields.
- Expand athletic field aeration program.

MUNICIPAL BUILDING MAINTENANCE BOARD

PURPOSE

The Municipal Building Maintenance Board identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, it formulates long-range building-related capital needs, including cost estimates and feasibility assessments, for planning purposes.

Buildings cared for and maintained by the Municipal Building Maintenance Board include: Town Hall, Public Safety Building, Highland Avenue Fire Station, Public Library, DPW Main Building, Ridge Hill Reservation (3 buildings), Carleton Pavilion, Stephen Palmer (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Mitchell Elementary School, Hillside Elementary School, Broadmeadow Elementary School, Eliot Elementary School, High Rock School Building, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY02 BUDGETARY DATA			
Salaries	$2,051,658		
Purchase of Service	1,476,081	No of Employees:	
Expenses	277,945	Full-time	50
Capital	29,500	Part-time	9
TOTAL	$3,835,184	Total	59

FY02 HIGHLIGHTS

Phase II of the Needham High School parking lot reconstruction included: total reconstruction of the south parking lot, reconstruction of the Webster Street entrance, reconstruction of the Math/Science exterior HP entrance ramp, reconstruction of selected sidewalks, walkways, and stairs on the Webster Street side of the building, installation of traffic islands in the north parking lot, installation of drainage systems in both the North and South parking lots, installation of granite curbing in both the North and South parking lots, relocating the Rosemary Street gate, resurfacing the North parking lot, replacement of signage, replacement of HP railings on two sets of Webster Street stairs, and striping both the North and South parking lots.

Resolved a safety issue at the Mitchell Elementary School rear parking lot by moving the crosswalk approximately fifty (50) feet closer to the playing fields, extending the bituminous sidewalk on both sides of the relocated crosswalk to meet the crosswalk, installing parking berm and bollards, and sealcoating and restriping the parking lot.

Painted the Mitchell Elementary School gymnasium and gymnasium entrance foyer.

Replaced five (5) roof top domed skylights at the Kendrick Street pump station.

Set up an aggressive paper-recycling program in all schools as well as the Town Hall and Public Library. MBMB personnel pick-up all recycled paper, transport it to the RTS, and unload the paper at the RTS.

Replaced the countertop and backsplash in the kitchenette area of Fire Station #1 including: removal of an unused electric cooktop, installation of a deep bowl sink and food disposer, and an electrical upgrade.

Replaced the eight (8) foot long main fan shaft in the Newman Elementary School gymnasium fan room including replacement of two (2) pillow block bearing sets.

Cleaned and converted approximately one hundred (100) fluorescent light fixtures in the High School Media Center from old T-12 bulb, magnetic ballast fixtures to new T-8 bulb, electronic ballast fixtures. The new fixtures are brighter, easier to maintain, and more energy efficient

Replaced the one thousand (1,000) pound condensate receiver vacuum tank and dual pump set located in a pit beneath High School classroom #815. This project was done by MBMB personnel as part of the High School HVAC PHASE I Renovation under the jurisdiction of the Permanent Public Building Committee (PPBC).

Replaced the vinyl clad foam padding on eight (8) steel I-Beam posts and two (2) concrete block posts in the Hillside Elementary School gymnasium. Vinyl clad foam padding was installed on an eighteen (18) foot protruding section of the left hand end brick wall in the same gymnasium.

Water balanced the entire hot water heating system at the Pollard Middle School.

Replaced seam rivets and re-sealed all gutter seams on the front (Memorial Park) side of the "A", 1929, wing of the High School.

Replaced the entire awning on the South side of the Ridge Hill main function house. Replaced approximately forty-five (45) broken or missing slates on the Ridge Hill main function house roof. Installed caps on chimneys on all three Ridge Hill buildings.

FY03 FORECAST

Open, staff, and maintain the renovated Broadmeadow Elementary School

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PERMANENT PUBLIC BUILDING COMMITTEE

John Connelly, Chairman
Theodore Crowell
Greg Petrini
Paul Salamone
Joseph Carroll
George Kent
Steven Popper
Steven Steward, Director

PURPOSE

The Permanent Public Building Committee ("PPBC") members were appointed in June 1996 to be responsible for the construction, reconstruction, enlargement or alteration to buildings owned by the Town or on Town property. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

FY02 BUDGETARY DATA			
Salaries:	$65,646.	No. Of Employees	
Purchase of Service	$1,198	Full-time	1
Expenses:	$1,067	Part-time	1
Total	$67,911		

FY02 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2002 fiscal year (July 2001 to June 2002). Most of these projects were initiated during the 2001 fiscal year.

Name: High School HVAC Renovation – Phase I
Project Status: Complete
Authorization: $4,130,000
Budget Status: On Budget
Contractor: EA Colangeli Construction
Project Mgr. PPBC

This work began in May of 2001, and was completed in September 2001. The scope of work accomplished was all in the "A" building and encompassed a steam to hot water heating system conversion and the installation of central air conditioning in the administration areas.

Name: Eliot School Design
Project Status: Complete
Authorization $400,00
Budget Status: On Budget
Architect: DiNisco Design
Project Mgr. PPBC

This design work was completed in December 2001 and went to bid at that time.

Name: Rosemary Pool
Project Status: Complete
Authorization: $100,000
Budget Status: On Budget
Architect: Bargmann Hendrie
Project Mgr. PPBC

This project involved the site assessment and schematic planning with viable options for the Rosemary pool site to optimize site access, parking and space for various Town agencies/programs. This study was completed in December of 2001.

Name High School Space Planning Study
Project Status: Complete
Authorization: $20,000
Budget Status: On Budget
Architect: Mt. Vernon Group
Project Mrg. PPBC

This project involved the development of a master plan for all additional renovation work necessary to accommodate curriculum and program changes and space optimization throughout the school. This project began in December 2001, and was completed in March 2002.

Name: Pollard Cafeteria/Corridor Addition
Project Status Complete
Authorization $65,000
Budget Status: On Budget
Architect: Knight, Bagge & Anderson
Project Mgr.: PPBC

This design project involved the enlargement of the school cafeteria and the design of a corridor between the school and the proposed new modular addition. This project began in December 2001 and was completed in April 2002.

Name: Broadmeadow Bldg. School Expansion
Project Status: Substantially Complete
Authorization: $15,550,000
Budget Status: Under Budget
Contractor: J. Slotnik Company
Project Mgr.: Gilbane Co.

This project involved the renovation and expansion of the Broadmeadow Elementary School. This work began in June 2001 and is now substantially complete. Occupancy is scheduled for January 2003.

Name: Eliot School Construction
Project Status: Underway
Authorization: $14,500,000
Budget Status: Under Budget
Contractor: Maron Construction
Project Mgr.: Gilbane Bldg. Co.

This project involved the demolition of the existing John Eliot Elementary School and construction of a new John Eliot Elementary School. This work is currently underway.

FY03 FORECAST

The following is a summary of ongoing projects the PPBC is currently supervising. These projects are all expected to be completed within the 2003 fiscal year (July 2002 to June 2003).

Name: Newman Pre-School – Phase II
Project Status: Complete
Authorization: $648,000
Budget Status: On Budget
Contractor: R&R Builders
Project Mgr.: PPBC

This project involved further renovations of the Newman Elementary School in order to complete the project initiated last summer. This work was completed in September 2002.

Name: Pollard Modular Addition
Project Status: Complete
Authorization: $971,000
Budget Status: On Budget
Contractor: Williams Scotsman
Project Mgr. PPBC

This project involved the installation of 10 modular classrooms to accommodate enrollment at the Pollard Middle School. This project began in June 2002 and was completed in early October 2002.

Name: Pollard Cafeteria/Corridor Addition
Project Status: Complete
Authorization: $615,000
Budget Status: On Budget
Contractor: Nadeau Corporation
Project Mgr: PPBC

This project involved the enlargement of the school cafeteria and the construction of a corridor between the school and the new modular addition. This project also began in June 2002 and was completed in early October 2002.

Name: High School C/E Wing Renovation
Project Status: Under way Construction
Authorization: $350,000
Budget Status: On Budget
Architect Drummey Rosanne
Project Mrg. Turner

This design project involved a re-evaluation of the master plan to develop a scope of absolutely necessary renovation work, followed by an analysis of how best to accomplish the necessary work during a series of summers. The final aspect of the project is to develop construction documents for the first phase of this work to be executed in the summer of 2003. Turner Construction was retained as Construction Manager to oversee the work of the architect. This design project began in the August 2002, and is scheduled to be completed in February 2003.

Name: Middle School Site Feasibility Study
Project Status: Underway
Authorization: 50,000
Budget Status: On Budget
Architect: DiNisco Design
Project Mgr: PPBC

This design project involved a site assessment and evaluation of how best to fit an appropriately sized and programmatically similar middle school on the site of the current High Rock Elementary School. This project began in the September 2002 and is scheduled to be completed in December 2002.

It has been another challenging year for the PPBC. Successes in bringing projects in on time and within budget have been achieved through the hard work of all PPBC members and the cooperation of the user agencies

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ELECTRIC UTILITY DEREGULATION COMMITTEE

John W. Lebourveau, Chairman
William M. Powers for the Selectmen
Ford H. Peckham for the Finance Committee

PURPOSE

The purpose of the Committee is to monitor the progress of electric utility deregulation proposals, to advise the Selectmen of proposed legislation regarding deregulation, to advise how the Town as purchaser and consumer of electricity can best take advantage of changes in the electric industry, and to monitor the activities of other local government organizations concerning deregulation.

FY02 HIGHLIGHTS

During the year the Town purchased its electricity for municipal uses under a very favorable contract.

An Economic Analysis of the possible purchase and maintenance of street lights by the Town was prepared by our consultant. This appears to be the best way to save expense for the town under deregulation legislation. Negotiations commenced with the Town of Wellesley concerning servicing of street lights if they are purchased by the Town.

FY03 GOALS

The Committee intends to develop proposals for purchase and maintenance of street lights and to recommend to the Board of Selectmen that an article be inserted in the Warrant for Town Meeting for this purpose. This is expected to produce savings on the order of $150,000 per year.

HUMAN SERVICES

BOARD OF HEALTH

Members:
Edward Cosgrove, Chairman *Alan K. Stern*
Peter S.Cconnolly *Janice Berns, Director*

Elected by the citizens of Needham, the Board of Health is empowered by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Board of Health is to preserve, protect and improve the public health and social well being of the citizens of Needham by promoting health and preventing disease and environmental pollution.

FY02 BUDGETARY DATA

Salary;	$243,724	No. of Employees
Expenses	8,489	Full-time 3
Total	**$252,213**	Part-time 6
		Grant Funded Employees
		Full time: 1; Part-time 1

MENTAL HEALTH/MENTAL RETARDATION/EMERGENCY SHELTER

Mental Health Agencies	$25,661
Charles River Industries	4,580
Total	**$30,241**

RECEIPTS

Permits and clinics	$52,860
Traveling Meals	$40,368
TOTAL RECEIPTS	**$93,228**

HEALTH CARE AND HUMAN SERVICES

PUBLIC HEALTH/NURSING/Human Services:

The Public Health Nurses represent the Board of Health on 12 Needham committees/coalitions that included chairing the Domestic Violence Action Committee, chairing the Salvation Army Needham Unit, the Early Childhood Council, Infectious Disease Committee, and the Comprehensive Community Housing Study Committee.

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Health Education/Provider Education is a major focus of the nurses with 11newspaper articles and 12 presentations made to the community.

The Public Health Nurses license and conduct health and safety evaluations of the nursery schools, day care programs, after-school programs, summer camps and tanning parlors within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

Senior SAFTE

The Public Health Nurses coordinate the Senior Safety and Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past three years of the program, over 218 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes. This is provided by a grant from Springwell.

The following communicable disease statistics represent those reported during the last three years, along with some of the screening programs and activities that the nurses performed during the year:

Communicable Disease	**FY'00**	**FY'01**	**FY'02**
Campylobacter	5	7	9
Cryptosporidia	1	0	2
E-Coli	0	0	1
Giardiasis	5	4	5
Hepatitis A	0	1	3
Hepatitis B	6	2	4
Hepatitis C	3	4	8
HUS		1	0
Kawasaki	1	0	0
Lyme Disease	5	18	5
Malaria		1	0
Meningitis	(bacterial) 1	(viral) 1	(viral) 1
Pertussis	5	4	1
Rabies (animals)	0	1	1
Salmonellosis	10	0	9
Tuberculosis	(pulmonary)1	(non pulmonary)1	(non pulmonary)1

Screening Programs:	FY00	FY01	FY02
Colo-Rectal Cancer	76	53	17
Employee Office Visits	461	389	168
Glaucoma	30	50	24
Hearing	160	161	170
Mantoux Testing	360	212	198
Pb(lead) Blood Test	4	3	1
Pediculosis Screening	5	0	0
Police Weight Screening	47	34	31
Skin Cancer Screening	53	51	64
Vision	160	160	170
Wellness Office Visits	1720	1884	2124
Health Telephone Consults	2295	3227	3542
Wellness Clinic – Visits	218	266	264
Immunizations:			
Influenza (doses administered and distributed)	4000	4000	4000
Other Immunizations administered	214	204	243
Local Area Vaccine Distribution Doses	24,061	22,386	20,187

Licensed Facilities:	FY00	FY01	FY02
Day Camps		7	7
Inspections	18	14	15
After School Day-Care	10	10	13
Day Care Facilities	15	16	17
Total Enrollment	1517	1568	1643
Inspections	110	85	103
Tanning Parlors	3	3	3
Inspections	8	6	7

Assistance and Human Service Programs:	FY00	FY01	FY02
Coordinate Local Assistance (families) *	137	98	94
Federal Energy Assistance (families)	82	118	100
Health Guidance Home Visits	138	114	109
Salvation Army/Good Neighbor (families)	28	42	39

*with funds/services contributed by local human services agencies, churches and synagogues.

Animal Bites:	FY00	FY01	FY02
Cats	6	10	3
Dogs	15	7	8
Other	3	8	6
Animals Quarantine for Exposure to Potentially Rabid Animals			
Cats (45 day quarantine)	58	50	60
Cats (6-month quarantine)	10	12	11
Dogs (45 day quarantine)	5	10	6
Pig (6-month quarantine)		1	0

MENTAL HEALTH AND SUBSTANCE ABUSE:

The Town of Needham and surrounding communities support funding to Riverside Community Care for both children and adults as a payer of last resort for mental health and related services. Many of Riverside's programs and services are located and delivered within the Town of Needham. The range of services provided in FY'02 include:

- The Riverside Outpatient Center at Needham provided individual, group, and/or family counseling and medication services to 136 Needham residents (89 adults and 47 children) last year for problems such as depression, domestic violence, child abuse, substance abuse and other issues.

- The Riverside Alternative Youth Services Program (formerly New Multi) serves teens and their families who are facing crises with alcohol and drug abuse, escalating family conflict, eating disorders or serious emotional problems. Alternative Youth Services intensively served 34 Needham adolescents who were at risk of hospitalization or residential placement. The Riverside Alternative Youth Services program is fully supported by the Towns of Needham, Newton, Wellesley and Weston, and is currently housed at Riverside Community Care's offices at 460 Hillside Avenue.

- The Life Skills Center provided intensive day services to six Needham adolescents last year, who were temporarily unable to function in a school setting due to severe emotional problems.

- The Riverside Emergency Service continues to provide 24 hour seven days a week mobile support to Needham residents with mental health or substance abuse emergencies.

- The Riverside Early Advantage program provides intensive home-based therapeutic services for children, from birth to age three, who are diagnosed with Autism Spectrum Disorders. Last year, six Needham children received services.

- The Riverside Early Intervention Program provided services to 158 developmentally at-risk Needham children, age birth to three years.

- The Riverside Family Partnership offers short-term therapeutic treatment options for youth residing at home, in residential programs, and in hospitals. Last year, two Needham families received services through the Family Partnership.

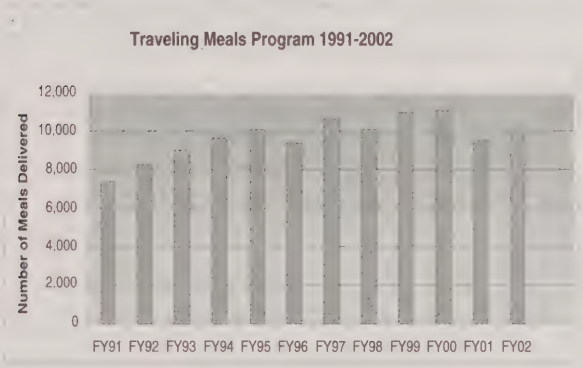
MENTAL RETARDATION / DEVELOPMENTAL DISABILITIES

The Charles River Association for Retarded Citizens, Inc. provides the following services for people with mental retardation and/or developmental disabilities and their families in the Town of Needham and many surrounding towns.

- Residential Placement – Group Homes; Supported Apartments
- Family Support Social Services and Advocacy
- Recreational and Respite Care Services
- Vocational Training, Job Placement and Support
- Therapeutic Day Services and Senior Citizen Day Supports

For a complete Annual Report contact:
Charles River ARC, P.O. Box 920169, Needham, MA 02492
(781) 444-4347
or visit our website at www.carc.org

TRAVELING MEALS PROGRAM



The Board of Health is responsible for coordinating the Traveling Meals Program that provides a 2-meal package for anyone who cannot shop or prepare meals for themselves. This home-delivered meal program is now in its 31st year and is available to any Needham resident regardless of his/her age or income. A 2-week rotating menu changes with the seasons, and specially prepared diets are also provided. Last year over 10,000 meals were packed and delivered by 80 volunteers.

AIDS COMMITTEE

The Town Wide HIV/AIDS Committee was formed in 1993. The mission of the town wide HIV/AIDS Committee is to educate the community about HIV/AIDS.

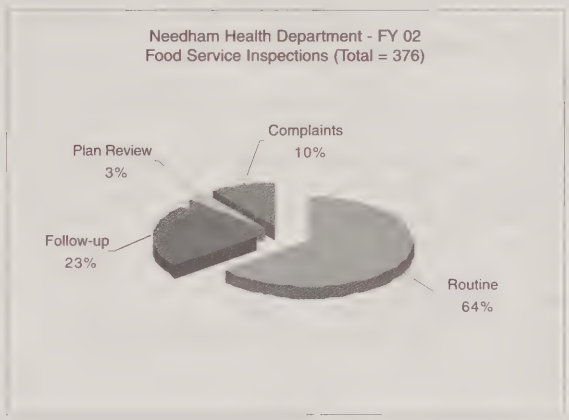
Activities have included:

- World AIDS Day Candle Lighting Ceremony;
- Organizing a Team for the AIDS Pledge Walk;
- Hosting the Names Quilt;
- Volunteer commitment to the Boston Living Center;
- Dissemination of educational information and displays;
- Speakers, panels, adult education seminars;
- Liaison to Town boards.

The AIDS Committee welcomes new members and volunteers. Call the Board of Health at 781-455-7523 for information.

ENVIRONMENTAL HEALTH

Environmental health activities are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, Right-to-Know, and other State and Federal regulations. Consumer/Service Provider education is a major focus of the Environmental Health Agents and numerous articles to the newspaper. Below is a listing of environmental health permits and field inspections performed by the Board of Health Environmental Health Agents and staff in FY02.



	FY00	FY01	FY02
Carbonated beverage Inspections	1	1	1
Food Services –initial / follow-up inspections, plan review/complaint	234	356	376
Chapter II housing inspections	27	27	27
General nuisance inspections	35	63	65
Rabies Clinics	3	3	3
Title V System inspections	54	68	52
Title V Systems installed	9	5	7
Subdivision field inspections	2	10	10
Swimming pool inspections	18	13	13
Suspect Foodborne Illness Reports submitted to state		2	2

Licenses & Permits:			
Animal Permits	4	5	5
Bottling Plant Licenses	1	1	1
Burial Permits	381	451	435
Funeral Directors Licenses	3	3	3
Food Establishment Licenses	118	109	122
Food Establishment License-1 day	4	3	34
Mobile	9	5	7
Massage Licenses (Therapists & Establishments)	12	18	34
Semi-Public/Public swimming pool	5	5	6
Septic Haulers Permits	9	9	9
Subsurface Sewage Installers	5	8	15
Tobacco Permits	21	21	17
Caterers	0	0	3

Tobacco Control Program

The Needham Board of Health, serving as the lead agency in a tobacco control collaborative for the Boards of Health of Dover, Medfield, Needham, and Westwood initially received a $72,396.31 award from the Massachusetts Department of Public Health for a four-town tobacco control program. The Program's funding was reduced mid-year to $70,948.39. The Program is supported by the Health Protection Fund established upon passage of voter referendum Question 1 (Tobacco Excise Tax) in November, 1992 and by the Multi-State Master Settlement Agreement of 1998.

Key elements of the Tobacco Control Program include:

- Policy promotion and enforcement of regulations governing environmental tobacco smoke
- Policy promotion and enforcement of youth access to tobacco regulations
- Referral to tobacco treatment services
- Tobacco use education and prevention
- Technical assistance to worksites regarding policy development and
- Enforcement

Other program functions include:
- Issuance of permits to sell tobacco
- Inspection of restaurants for compliance
- Inspection of tobacco vendors (tobacco displays and signage)
- Compliance Checks (sales to minors)
- Workplace secondhand smoke complaint inspections
- Issuance of fines for violation of tobacco regulations

Grants Awarded / Donations Received

$72,949 **Tobacco Control Program Grant** from the MA Department of Public Health. Needham is the lead community in a four-town tobacco control collaborative.

$20,000 **Human Services:** grants and donations from local churches, synagogues and other community organizations to assist needy residents in obtaining fuel, medical, food stamps and other emergency assistance as needed.

$17,164 **West Suburban Elder Services** grants for individuals in the Traveling Meals Program who are unable to pay cost of their meal.

$4,900 **West Suburban Elder Services** to continue the senior safety home visiting program for elder participants on the Traveling Meals Program. The Senior Safety And Food Training and Education Program (Senior SAFTE).

$2,380 **FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc.** The FRIENDS group was formed by Needham residents to assist the Board of Health in raising and obtaining funds for programs no longer fully supported by federal, state and local government programs. Funds are used to assist Traveling Meals clients pay for meals, and to assist residents with fuel, electrical and medical expenses. Participants must meet federal eligibility requirements or have other demonstrated need.

$3,000 **Skin Cancer Prevention Grant** from the Massachusetts Department of Public Health. Through regional collaboration with Newton, Wellesley and Weston the Health Departments intented to provide a coordinated message while maximizing resources.

$30,000 **Volunteer Services** provided over 3,000 hours (approximately equal to $30,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.

FY02 HIGHLIGHTS

For FY02, the Board of Health reports the following highlights: 1) the Needham health director resigned and was replaced by a new director in April. 2) 2,400 persons participated in the flu immunization clinics and over 1,600 doses were distributed to local nursing homes; and pediatric practices. 3) Capacity in nursery school, day care and before and after school programs licensed by the Board of Health increased to 1,643; 4) The Board of Health continued to chair and provide primary support for the Domestic Violence Action Committee (DVAC) and the Local Salvation Army Unit; 5) More than 5,900 persons visited or consulted the Board of Health for wellness and blood pressure checks, or health information; 6) The Traveling meals Program delivered over 10,200 meals in FY02, 7) One rabid skunk was identified in Needham; 8) 60 pets were placed under a 45-day quarantine and 13 were placed under a 6-month quarantine because of wounds of unknown origin or exposures

to suspect rabid animals; 9) 17 pets were quarantined by the animal inspector for 10 days after biting humans or other animals to rule out rabies exposure.

- Recipient of $72,000 grant for Tobacco Control Program
- Recipient of $20,000 in grants and community donations for BOH human service programs
- 4,000 influenza vaccinations administered and distributed
- 10,200 meals delivered by Traveling Meals Program to homebound residents
- Enforced MA Department of Public Health food protection and safety regulations with 376 food inspections
- 1 rabid skunk identified
- 77 pets quarantined for wounds of unknown origin and for exposure to potentially rabid wild animals.

FY03 FORECAST

New environmental regulations and increasing concern for emergency preparedness and emergent and re-emergent diseases continue to require that the board sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: West Nile virus, Lyme disease, rabies, tuberculosis, and the potential for outbreaks, reaffirm the need for strong oversight by the Board of Health and prompt investigation of all disease reports. The threat of West Nile virus required greatly increased coordination between town departments and local communities. Because of the threat of bio-terrorism, the Board will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns.

DEPARTMENT OF VETERANS' SERVICES

John J. Logan, Jr. , Director of Veterans' Services

PURPOSE

- To carry out functions assigned to the office by Chapter 115 of the General Laws of Massachusetts for the towns of Needham and Dover.
- To keep a depository of discharges and records of veterans
- To oversee the disbursements of veteran's benefits to veterans and their families
- To see that all veterans' graves have a flag on them for Memorial Day
- To see that all veterans' graves in Needham are kept and cared for
- To help veteran's families in completing VA forms to acquire pensions, insurance and other benefits to which they are entitled
- To insure that veterans who die without funds are properly interred.

FY02 BUDGETARY DATA	
Salaries	$51,492.
Expenses:	3,700.
Veterans' Benefits:	30,000
Purchase of Services	300.
Total	$85,492.

FY03 HIGHLIGHTS

- The Memorial Day Parade
- Veterans' Day Ceremonies at Memorial Park
- Decorating 1600 veterans' graves at St. Mary's and Needham Cemeteries for Memorial

NEEDHAM YOUTH COMMMISSION

Debbie Winnick, Chairman
Lori Whyte, Vice Chairman
Barbara Popperr
Joey Nowd
Jon Mattleman, Director
Connie Barr
Thomas Lambert
John Romeo
Becca Sherman

PURPOSE

The mission of the Needham Youth Commission is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

The Needham Youth Commission operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the Youth Commission's services are reaching more people and having a greater impact, it is clear that the need for such services far outstrips the department's resources; thus,

many in Needham are not receiving support. The Youth Commission has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community.

FY02 BUDGETARY DATA

Salaries	$156,646	No of Employees	
Purchase of Service	2,800	Full-time	3
Expenses	1,990	Part-time	1
Total	$161,436	Intern /Volunteer	1

FY02 HIGHLIGHTS

Making the Middle School Years Work: Sponsored by the Needham Education Foundation, Inc., this program focused on middle school youth and their parents and addressed the parent/child relationship, communication skills, how to form alliances, building and sustaining trust, the power of prevention and planning, developing empathy, cooperation, and discussion of issues such as stress, personal needs, and harmony. In addition to a half-day workshop for youth and their parents, more than 1,000 copies of the publication "Making the Middle School Years Work" were distributed.

NOTE: In partnership with the Franklin W. Olin College of Engineering and the Needham Public Schools, NOTE (Needham Olin Technology Exchange) was a community collaboration that helped to close the "digital divide." This program encouraged Needham residents to donate old computers, Olin College students refurbished these, and the computers were then installed in Needham homes which previously had none (recipients also received six months of free Internet access).

Needham Unplugged: Electronics are a wonderful part of life - we learn, communicate, and access information from electric powered devices and we watch TV or surf the Internet as a way to relax and to relieve the stress of daily life. Unfortunately being so "plugged in" can isolate people. Instead of interacting with family and friends, people all too often become passive voyeurs. Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" is a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. Special thanks to partners at the Park and Recreation Department and the Charles River YMCA for their support in launching this program.

PEEPS (Positive Education for Experiencing Peer Stress): PEEPS is an interactive workshop for 6th grade students which explored the issue of friendship. The goals of the workshop were to identify qualities students would like in a friend, understand that friends and friendships change, and to share experiences and hear feedback regarding how students would like to be treated by their friends. Over 100 youth participated in this program.

Picture Perfect: Picture Perfect is a workshop for 8th graders that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth can feel about themselves. The goals of the workshop were to help students learn to identify gender role stereotypes, to understand how stereotypes are portrayed in the media, and to investigate how media messages impact them on a daily basis. In FY 2002, 240 youth participated in this program.

LINCS Program: The LINCS Program (Loss INformation and Community Support) was designed in collaboration with the Needham Public Schools and was funded by the Tolman Trust Fund. LINCS' mission was to assist youth in addressing the frequently upsetting, overwhelming, and confusing issue of "loss." This included, for example, the death of a parent or grandparent, the separation/divorce of parents, the loss of a cherished pet or possession, or the break-up with a boyfriend/girlfriend. Loss is a topic youth will be dealing with more and more as they get older, and it is critical to understand the impact loss can have upon a young person's academic, physical, social, and emotional well-being. The LINCS program engaged 375 youth in FY 2002.

Teen Dating Violence Program: In conjunction with the Needham Domestic Violence Action Committee and the Norfolk County Sheriff's Office, the Youth Commission provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 375 youth were involved in this program.

Parenting Program: This program was created to encourage parents to continue to develop their parenting skills. Funded by Deaconess Glover Hospital, the 12-hour Active Parenting of Teens workshops have "graduated" over 300 parents since 1998. In addition, Parent Dialogue Groups continue to meet to discuss issues related to raising healthy children and promoting wellness.

Employment and Volunteer Programs: The Employment Program consists of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Directory was created to inform youth of area volunteer opportunities. In FY 2002 these programs fielded 362 inquiries.

Individual/Family Counseling: The Masters level clinicians on staff are skilled at working with youth and their families experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, and other mental health concerns.

Who uses these counseling services? They are neighbors, cousins, children, and friends; they are people with no health insurance or expired health insurance; they are people who are grappling with either a short or long-term problem; and mostly, they are people who have the hope and determination that life can bring greater satisfaction and reward. Perhaps the most frightening area of concern is that young people are encountering more complex issues at a younger age. It is not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a serious drug problem. In the past year 565 hours of counseling hours were provided to Needham youth and their families.

Counseling/Psycho-Education Groups: Group counseling/psycho-education is a practical and effective mode of treatment and allows the staff the opportunity to interact with greater numbers of people. Group interventions offers a unique opportunity for young people to learn about issues which effect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note in FY 2002 was the "Extreme Looks" program, a four-day mind/body/spirit group for girls. In FY 2002, 240 hours of group counseling/psycho-education services were provided.

Substance Abuse Awareness Program: The Youth Commission continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provides an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy lifestyles. All participants and their parents must attend an Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meeting to assist in transmitting the message that drugs and alcohol can impact any person without regard to age, gender, or status.

RAY of Hope Program: RAY (Recognize A Youth) was established by the Needham Youth Commission in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, each month a young person is selected as the RAY of Hope recipient and is awarded a certificate from the Youth Commission and a check from a member of the Needham Business Association. The RAY of Hope program validates youth and recognizes their role in making the Needham community a special place to live.

Diversion/Restitution Program: In conjunction with the Needham Police Department and the Dedham District Court, the Youth Commission continued to offer those who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action. The Youth Commission's role is to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth have completed assignments at the following sites: Needham Public Library, Needham Police Department, Needham Fire Department, and Council on Aging. In fiscal year 2002, the Youth Commission monitored 260 hours of community service to the Town of Needham.

Peer Tutor Program: The Youth Commission's Peer Tutor Program represents a progressive youth-to-youth collaboration. This program matches high school students with middle and elementary school students in need of academic or organizational/study skills assistance. The Youth Commission's role consisted of outreach to potential participants, training of high school volunteers, monitoring weekly tutoring sessions, providing support if problems occur, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 964 hours of support to younger students.

Students Against Destructive Decisions (SADD): SADD's mission is to support students in providing the school and community with information, facts, and food for thought on topics of concern to young people. The new, expanded philosophy embraces the notion that each individual benefits from making informed choices about his or her behavior and beliefs. This past year, SADD provided a variety of awareness campaigns to the students at Needham High School on topics such as reckless driving, suicide awareness, eating disorders/healthy body image and binge drinking. Activities surrounding these campaigns included informational posters, fact quizzes with prizes and after school discussion groups.

Books and Bridges - The Mother/Daughter Book Club: Using literature as a bridge between generations, this program was created to provide girls and their mothers an opportunity to share a common experience and to address issues of mutual concern. Funded by Fleet Bank, in FY 2002 close to 70 girls and mothers participated in this program.

Project VAN: Project VAN (Volunteers Around Needham) offers youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River ARC, Avery Crossings, Needham Public Library, and Wingate at Needham. VAN participants provided more than 370 person hours of free volunteers services over the past summer.

Transitions Program: The distance between Pollard Middle School and Needham High School is less than a mile, but for the majority of students the leap from 8th grade to 9th grade is a challenge that looms larger than a galaxy. The Transitions Program worked with 9th graders in the fall to better acclimate them to their new building and to the social, academic, and emotional road ahead. Funded by the Tolman Trust Fund, Transitions worked with over 375 students in the past year.

Graduate/Undergraduate Internship Program: In FY 2002, the Youth Commission welcomed a clinical Graduate School Intern from Boston College to provide individual, family, and

group counseling services as well as extensive work on the Substance Abuse Awareness Program. Over the course of the academic year, this intern provided over 600 hours of free service to the Needham community.

Seminars/Workshops /Presentations: The Youth Commission designed and facilitated numerous trainings in the past year including a training for new Needham Public School Staff, Babysitter Training Seminars, Bully and Harassment Workshops, and many others. In FY 2002 the Youth Commission worked with a total of 2,102 youth, parents, and professionals in seminars and/or workshops.

***Networks Book*:** Funded by the Tolman Trust and the Exchange Club, the Youth Commission continued to distribute "Networks: A Directory of Mental Health Supports and Services." This document lists twenty categories of services (over 300 pages in length) and was given at no cost to professionals within the Needham Public Schools, town departments, and local non-profit organizations.

E-Mail Sign Up: In an effort to inform youth and families of the services of the Needham Youth Commission, e-mail addresses from residents were accepted and information sent regarding programs. By the end of FY 02 hundreds had registered for this free service. To register, residents may send an e-mail complete with their name and the age(s) of their children: Needhamyouthcommissison@town.needham.ma.us.

***Website*:** In partnership with the Information-Technology Department, an extensive website was developed with detailed information about programs, services, and the staff. The Internet address of this site is http://www.town.needham.ma.us/Youth.

Partnerships: The Youth Commission devotes considerable time to assisting youth and family-related groups advance their message and impact. In the past year the Youth Commission collaborated with groups such as:

- Domestic Violence Action Committee (DVAC)
- YMCA
- Deaconess Glover Hospital
- Needham Business Association
- Needham Community Wellness Collaborative
- School Crisis Response Protocol
- Needham Public Library
- Needham Board of Health
- Needham Park and Recreation
- Riverside Community Care
- Massachusetts Prevention Center
- Needham Community Council
- Needham After Dark
- Needham Public Schools
- Community Health Network Area
- Olin College

The Youth Commission received grants and/or donations from the following organizations: Needham Community Council, Westwood Pembroke Health System; Deaconess Glover Hospital; Exchange Club of Needham; Friends of Needham Youth; Tolman Trust Fund; and many others.

Publications

The Youth Commission created and/or distributed the following original publications in FY 2002:

- Needham Youth Card
- Suicide Education Kit
- Parent Guide to Teen Parties
- Ask the Youth Commission (bimonthly newspaper column)
- Youth Source (biyearly newsletter newsletter)
- Parenting Literature (developed in collaboration with the Community Wellness Collaborative)
- Making the Middle School Years Work

FY03 FORECAST

Aside from continuing to expand the depth and breadth of the abovementioned programs and services in FY 2003, the Youth Commission will:

- Implement a new grant from the Needham Education Foundation, Inc. to establish KIDS (**K**ids **I**nvolved in **D**ivorce and **S**eparation).
- Expand Needham Unplugged to include a no homework/no athletics night for the Needham Public Schools in March.
- Create a new Seminar for freshmen at Needham High School focusing upon drugs and alcohol.

NEEDHAM COUNCIL ON AGING

Robert Batchelder, Chairman
Morris Dettman
Andrea Rae
Vivian McIver
Susanne Hughes
NinaSilverstein
Sharon Lally, Executive Director
Roma Jean Brown
Janice Dorsey
Helen Hicks
Ruth Moy
Derek Shulman
Betsy Tedoldi

MISSION: The mission of the Needham Council on Aging is to advocate for and provide a supportive, respectful environment for the older residents of Needham with opportunities for socialization, programmed activities and services and to maximize fiscal, human, environmental and physical resources utilizing the strength of older citizens.

PURPOSE

The Needham Council on Aging was established by Town Meeting in 1957, and continues to fulfill the original purpose which is to:

1. Identify the needs and concerns of Needham's elderly and retired persons and those approaching retirement age;
2. Design, promote coordinate and implement services and programs to meet those needs and concerns; and
3. Inform the community and enlist support and participation of all citizens in this effort.

The Council on Aging is directed by a 12 member board appointed by the Selectmen. The Board of Health, Park and Recreation Commission, Needham Housing Authority, School Department, and the Library each nominate one member. The Board is responsible for determining the policies of the Council on Aging in response to the expressed needs of elders in the Town through annual surveys, a careful analysis of local needs as well as local and national standards of health care, recreation, education, and service needs.

The Stephen Palmer Senior Center is located at 83 Pickering Street where the professional Council on Aging staff oversees services and programs. Staff provide information, referrals, and assistance to elders and their families. The Center hours are Monday-Friday, 9:00-4:00 p.m. and 11:30-3:30 p.m. on Sunday. The Council on Aging office, located at the Stephen Palmer Center, is staffed 8:30 a.m.-5:00 p.m. Monday- Friday throughout the year.

FY02 BUDGETARY DATA

Salaries	$ 202,314	No. of Employees	
Purchased Services	3,305	Full time	3 (town funded)
Expenses	5,175	Part-time	5 (town funded)
Capital Outlay	0	Part-time	8 (other funding
Total	$ 210,794		sources)

Number of Volunteers: 249
Volunteers contributed 16,693 hours of service = $256,905.27 estimate (EOEA)

Other Sources of Support:

Friends of the Needham Elderly, Inc.	$ 15,000
Executive Office of Elder Affairs	
COA Formula Grant	31,400
SHINE Consortium Grant	50,000
Mass Bay Transit Authority (MBTA)	13,000
Roche Bros. Shopper Bus Grant	1,000
Cultural Council Grant	400
Other Monetary Donations:	138,230
TOTAL	**$ 249,030**

The Needham Council on Aging estimates that an additional value of $50,000 was donated in inkind services (speakers, instructors, maintenance, entertainment, luncheon assistance, overhead building expenses), equipment, and materials

FY02 HIGHLIGHTS

The COA Board continued with its search for a new space for the senior center. in order to better meet the needs and interests of the Needham Senior Community. The parcel of land at Rosemary Pool was identified as a possible location for the new senior center. The feasibility study at Rosemary Lake for the Community Center complex was done during this year. The results of the study determined that this parcel could indeed adequately accommodate a building of this type to meet our space needs. The SHINE (serving Health information needs of elders) program was re-organized statewide into fewer, larger regional programs, and was put out to bid. The Needham COA was awarded the contract for this newly expanded territory, which now includes 21 communities. A second office was set-up at the Framingham Senior Center, and a second part-time staff person hired to work from that office.

The SHINE program was extremely busy again this year, due to the ongoing changes in insurance coverage, changing structures of hospitals and their affiliations with physicians and insurance companies, and the fluctuating high cost of prescription drug coverage, and the Commonwealth's continuation of the ever-changing Prescription Advantage insurance program.

In conjunction with the Community Wellness Collaborative of the Deaconess Glover Hospital, the Council on Aging spearheaded a successful Town-wide effort, "It Takes A Town", in a 3 week program of various presenters on topics such as affordable housing, recreational pursuits, and memory impairments. A spin off from the It Takes A Town committee, was a sub group which worked diligently to produce a comprehensive senior resource manual to be completed in the next few months.

The Council on Aging served over 6,000 meals at the Senior Center in conjunction with West Suburban Elder Services, Inc. We answered over 8,150 inquiries of a general information nature for seniors and their families this year. Over 80 people per day came to the Senior Center for programs, services, or socialization.

The limousine provided over 3,755rides to the Senior Center in FY02. Another 204 rides to and from the Center were provided by taxi. "The RIDE", funded in part by the MBTA, provided another 2,264 rides to and from the senior center for persons unable to use our other transportation due to physical or mental handicaps. Volunteer monitors from the Needham Retired Men's Club who rode on the Shopper Bus, and Roche Bros. and the MBTA who funded the bus, provided 1,699 rides to Needham residents to do their grocery shopping. Overall, 6,223 rides were offered to Needham's 116

unduplicated seniors under the auspices of COA transportation services in FY'02.

More than 3,250 unduplicated seniors, of the 6,371 according to the 2000 census, attended at least one or more programs throughout the year at the Senior Center. Many others enjoyed socializing in the drop-in area. The bus trips offered by the Council on Aging, in conjunction with the "Friends of the Needham Elderly, Inc.", were enjoyed by 418 Seniors. The popular program "Seniors on the Net", held once a week at Pollard, allowed 47 unduplicated seniors the opportunity to have internet access and some instruction on computer and internet use.

FY03 FORECAST

Given the current economic forecast, the Council on Aging is hopeful to maintain the the current budget and the current services. Our quest for a new Senior Center is ongoing, and we continue to work on plans to make this a reality. Our COA limousine is getting tired and worn, and will soon need to retire from service. Because the vehicle is unique and old, getting the right parts and knowing how to repair it, is a continual costly challenge for all who have to deal with it. The COA is exploring options for the purchase of another handicapped accessible vehicle in the near future. We have an increasing need for grocery shopping assistance for those seniors who cannot use the weekly shopper bus because they either can't climb the steps, or they can't physically do the shopping. We have had to turn some seniors away. We, also, have increasing requests for more medical transportation and errand shopping. Although some of this has been provided by other agencies, the need is so great that everyone cannot be accommodated by the current available services. All of these issues will be taken into consideration as the COA develops a strategy to replace the limo and to secure a vehicle which could expand our service to better meet some of these other pressing needs.

We receive continual requests for senior programs for which there is not sufficient space to hold them. Although exercise programs are held 4 times a week, there is a large waiting list for exercise classes, due to the lack of space. Programs such as line dancing, wellness programs, craft and art programs, and computer access are constant requests which we are unable to meet due to space limitations. Additionally, the need for centrally located rest room facilities, and more of them, is growing, due to the growing frailty of many of our seniors who continue to visit the senior center.

The Council continues to find the means to address the unmet needs of seniors in this community. An ongoing effort, some of these unmet needs that we are aware of and trying to address include: provision of Adult Day Care services for those frail seniors who are "aging in place" and for whom the Senior Center, as it is, is no longer an appropriate setting. In FY02, the COA responded to 100 telephone inquiries, made 54 referrals to other communities, actually served 30 unduplicated seniors, all on the subject of adult day care. Also, the need for more home-makers for frail seniors needing homecare services due to the shortage of employees in this area for this type of work; budget cuts in the state homecare system, and changes in healthcare and insurance coverage, particularly with prescription drugs. As people live longer and try to maintain their independence in the community, it is necessary for the Council on Aging to respond to the need for assistance not only from the seniors themselves, but also from middle-aged people who find themselves responsible for caring for their aging parents and/or other relatives. All are turning to the Council on Aging for information and assistance.

COMMISSION ON DISABILITIES

Elaine Saunders
Maureen Gallagher
Gertrude Farnham
Karen Peirce
Jeanne Martin
Frank Der Sarkisian
Susan Crowell
Colin Wise

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents.

PURPOSE

- to advise municipal officials, public and private agencies, and other individuals to
- ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- to provide funding to community based organizations so that persons with disabilities
  can participate more fully in programs and activities in Needham.

FY02 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
  Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces in order to ensure compliance with ADA and the Architectural Access Board (AAB) regulations.
- Provided handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to work with local officials to ensure compliance with state and federal laws regarding placement and number of properly engineered curb cuts within the town.
- Worked with representatives from School Administration, town committees, and a liaison from the School Committee to ensure accessibility in Needham Public Schools.
- Worked with the Assistant Superintendent of Schools and Massachusetts Office onDisability to establish an official policy for the scheduling and publicizing of meetings in municipal buildings.
- Met with the Town Administrator, and representatives from the Municipal Building Maintenance Board and Permanent Public Building Committee to clarify NCOD's role in working with them to ensure accessibility in all municipal buildings.
- Continued to award grants to individuals and organizations, including the Needham Public Library, Mitchell, Hillside and Newman Schools, for materials and programs relating to people with disabilities. (Funds made available from handicapped parking fines.)
- Worked with town and school representatives in an advisory capacity to ensure the accessibility of playground surfaces and equipment at the Rosemary Pool Complex, Broadmeadow and Eliot Schools.
- Worked to update the NCOD brochure.
- Purchased "Understanding Differences" curriculum from the Newton Public Schools which was shared with Needham elementary schools for their use.
- Remained informed about regulations and issues concerning people with disabilities through meetings with the Needham Housing Authority, subscriptions to publications, newsletters and through the public media.
- Worked with local public and private organizations, businesses and individuals to ensure accessibility, especially in terms of building entrances and restroom facilities.
- Encouraged the Needham Cable Commission to continue programming of Radio Reading service on its local channel.
- Submitted articles for publication in the Needham newspapers with highlights of monthly NCOD meetings.

FY03 FORECAST

- To continue to work with the School Administration, the liaison to the School Committee, Municipal Building Maintenance Board, Permanent Public Building Committee and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and municipal buildings as they are renovated.
- To continue to offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To complete and disseminate the revised NCOD brochure.
- To dispense information and to serve as a resource to individuals in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program, an automatic location identification system, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings and encourage full membership in our 9-member commission.

For further information about the Needham Commission on Disabilities, and in particular about serving on the commission, please call NCOD at (781) 455-7500.

CULTURAL AND LEISURE SERVICES

PARK AND RECREATION COMMISSION

Philip V. Robey, Chairman
Jeffrey I Meropol
Richard B. Weitzen
Thomas J. Conroy
James F. Sargent
Patricia Carey, Dircctor

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public park land and Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission meets on the second and fourth Mondays of each month.

FY02 BUDGETARY DATA		
		No. of Employees
Salaries	$344,439	Full-Time 4
Purchase of Service	$ 46,240	Part-Time 95
Expenses	$ 24,152	
Capital Outlay	$ 11,678	
TOTAL	**$426,509**	
TOTAL REVENUE	**$234,092**	

This revenue is collected through fees charged for Rosemary Pool, seven summer programs, and field administration fees.

With almost 12,000 individual households in Needham, the net cost per household for Park and Recreation services provided by the operating budget is approximately $16 per household.

FY02 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

Environmental Benefits

- Effort to keep Walker Pond water clear continued;
- Participated in the development of a Town of Needham policy on Integrated Pest Management (IPM) with the Board of Health and voted to adopt the final plan;
- Assisted with the development of outdoor IPM plans at each site used by schools for the Child Safety Act;
- Worked with the Planning Board, Conservation Commission, and Management Information Services to create a comprehensive listing of Town-owned open space to assist with the development of an updated Open Space Master Plan;
- Oversaw improvements to the landscaping at the Rosemary Pool Complex, to enhance participants' use and alleviate rainwater run-off problems;
- Began discussions with Charles River Watershed Association and MDC on placement of location marker signs along Charles River;
- Eagle Scout projects were completed at the Town Forest, the Fit-Trail at Ridge Hill, and in parkland along Greendale Avenue, all creating better pedestrian access to the properties, and adding signs to provide additional information to residents;
- Celebrated Arbor Day at Perry Park with Needham Garden Club and ParentTalk, in recognition of the new playground donated by ParentTalk and tree donated by Needham Garden Club;
- Trees were donated to Hatfield Park, on Melrose Avenue, in memory of two long-time neighbors who had recently died;
- Met with Greendale Avenue representatives and DPW regarding the filling of some of the gravel pit area, making it more useable in the long-term for residents visiting the open space.

Economic Benefits

- Little League donated funds to assist the DPW in the renovation of Walker-Gordon diamond, and donated a batting cage and scoreboard to Mills Field;
- Accepted the gift from the Needham Soccer Club to renovate the Cricket multi-purpose field and add a second multi-purpose field;
- Commission waived Summer Program and Rosemary Pool fees equal to $17,868 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Women's Club donated full financial support for the summer Children's Theatre program;
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Needham Business Association, Roy Nutile Insurance, and many Needham residents donated funds in support of the summer Arts in the Parks concert series;
- Needham Soccer Club donated funds from their fall and spring seasons to be used for maintenance of several multi-purpose fields;
- Department offered programs in the fall/winter/spring through the use of a revolving fund fees, generating more than $110,000 in revenue for the cost of running those programs.

Community Benefits

- Appointed by the Board of Selectmen, the Commission continued to serve as the Landfill Reuse Advisory

Committee, and developed additional information on access to the site;
- With representatives from other Town Boards, the Commission assisted on the Rosemary Feasibility Study, that looked at the possibility of building a community facility for all ages, including senior citizens, and presented the information to the Selectmen and other relevant committees;
- Department continued to work with School Department on safe playgrounds, participating in selection of equipment with Broadmeadow Playground Committee; assisting with playground plans with Eliot Playground Committee; removing old playground equipment at High Rock School for use as temporary elementary school; assisting with updating of playgrounds at Hillside School; repairing multiple pieces of playground equipment at Mitchell School; and inspecting playground at Caryl School in Dover in anticipation of use by Broadmeadow students;
- Continued to study possible use of Nike Site for athletic fields with committee created by School Committee;
- Began planning revitalization of camp property buildings with Girl Scout Gold Medal candidates;
- Provided Wellesley residents the opportunity to use Rosemary Pool due to the loss of their principal swimming site, Morse's Pond, for the Summer of 2001;
- Continued to work with Needham Community Wellness Collaborative, participating in "It Takes a Town" presentations to senior citizens; in Healthy Needham 2000 initiative; and with the creation of "After Dark," a Friday night activity opportunity for High School students at the YMCA;
- Met with sport league officials regarding annual use of athletic fields and began long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Assisted with 1st Annual David Retik Race, based at DeFazio Park, held in memory of a Needham resident who died on September 11th.

Personal Benefits

- Welcomed new Assistant Director Karen Peirce, who is also a Needham resident. Karen previously worked at Newton Parks and Recreation for 16 years, is a certified park and recreation professional, is a certified therapeutic recreation professional, and is past president of the Massachusetts Recreation and Park Association;
- Director was presenter at several local organizations, including the Needham Retired Men's Club, and the High School panel on Town Meeting;
- Assistant Director was appointed to be the Town's representative on the Needham Commission on Disabilities, assisting with creation of new booklet explaining the purpose of the committee and providing training on current ADA regulations regarding playgrounds;
- Director worked with Town Administrator and Board of Health Director to update Town Hall Evacuation plan;
- Director participated in town-wide emergency plan exercise, and attended training on bioterrorism;
- Assistant Director oversaw development of new program offerings, including Girls on the Run, Adult Tennis Clinic, and Introduction to Youth Volleyball;
- Director and/or Assistant Director attended workshops and seminars, including landfill reuse, playground safety and ADA requirements, the study of youth sports, integrated pest management, the building of natural and artificial athletic fields, safe pool operations, creative programming, and training of staff;
- Assistant Director became certified as a Certified Pool Operator;
- Director created monthly newsletter article for the Massachusetts Recreation and Park Association that provides information to elected and appointed board members on Park and Recreation boards;
- Commission recognized the many contributions to the community by DPW Parks and Forestry Superintendent John Cusick, at the time of his retirement.

FY03 FORECAST

- Complete access study of landfill, and move forward on Landfill Reuse Study;
- Begin long-term discussions with all sports organizations on creative scheduling of athletic fields which will benefit youth and adult users, as well as the maintenance of the fields;
- Continue to work with Planning Board, Conservation Commission and Management Information Systems to finalize the comprehensive listing of Town owned open space, leading towards the update of the Open Space Recreation and Conservation Plan;
- Work with Selectmen's subcommittee on open space, making recommendations for long-term uses of open space, including leaving it in present state, changing to new use for a Town department need such as new athletic fields or new municipal building, or converting use for affordable housing or other community need;
- Review all fees and expenses in light of current economic forecast, and educate all residents on the benefits of many services offered by the department;
- Continue to work with Community Center Study Committee and related subcommittees on the creation of a municipal facility and parking garage that would benefit all residents;
- Restore building lost to fire at camp property on Rosemary Lake;
- Create a neighborhood playground committees for Cricket Field, Claxton Field and Mills Field;
- Continue study of possible skate park;
- Study the possibility of creating a Farmer's Market in town;

- Cooperate with other Town departments on collaborative projects and grant applications;
- Continue efforts to share information on playground safety; continue efforts to upgrade playground facilities according to current national codes;
- Continue to work with neighborhood groups for park enhancements and to alleviate issues related to park use, including Coulton Park, Riverside Park, Perry Park, DeFazio Park and Cricket Field;
- Work with town departments and other organizations to create better access to public lands and the Charles River;
- Support state, regional and national initiatives of the National Recreation and Park Association.

MEMORIAL PARK TRUSTEES

William R. Dermody *John S. Gallello*
John J. Logan, Jr. *Charles Mangine*
Edward L. McCallum

PURPOSE

- To provide a multiple use central gathering location dedicated to community use, in a safe and pleasant environment, honoring our Veterans.

- The 13.5 acre grounds, building, and scheduled use and operation of the facilities, is governed by (5) elected Memorial Park Trustees.

- Memorial Park is the site for many community activities such as, baseball, football, and the use of the track. Town civic organizations use the grounds for multiple uses and the Park and Recreation's use for family entertainment series during the summer. It is used organizations such as Legion Baseball, Little League, Pop Warner, and the Needham Track Club.
- A large number of organizations utilize the Memorial Park building to conduct meetings and house special events such as the Exchange Club's annual fruit sale.
- To provide a visible, attractive board for organizations to post and advertise up coming events.
- To provide an eye catching pleasant environment to sit and enjoy. The grounds are maintained by the Park and Forestry Department.

FY2002 BUDGETARY DATA:	
Salaries:	$ 0
Expenses:	0
Purchase of Services:	500
Total	$500

FY02 HIGHLIGHTS

- Needham High School Graduation exercises for the class of 2002
- The Exchange Clubs Fourth of July Festivities and fire works display
- The Eli Bloom Special Olympics for Retarded Citizens
- Arts in the Park sponsored by the Park and Recreation Department
- The American Cancer Foundation fundraiser all night walk around the track.
- The installation of a monument in the Memorial Park Garden in honor of the three Needham residents who lost their lives in the 9-11 attack.
- The Veterans Day and Memorial Day services to honor Veterans

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FREE PUBLIC LIBRARY

Emily Salaun *Lois Bacon*
Thomas M. Harkins *Gail B. Hedges*
Sally B. Power *Gregory J. Shesko*
Lois F. Sockol *Ann MacFate, Director*

PURPOSE

The Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

Everyone will have access to the materials and information needed to satisfy educational, recreational, and cultural needs. Everyone will have the opportunity to develop the skills needed to locate, evaluate, and effectively use information in a changing technological world. Everyone will have access to programs that will help to develop reading/viewing/ listening as a recreational pleasure and to view the library as more than an information outlet.

MISSION STATEMENT

The Needham Free Public Library provides a high-demand, high-interest collection of print, non-print, and electronic materials to satisfy community needs for current titles and for information that will fulfill general requirements, formal education support, lifelong learning, and business and career needs. The library also maintains a Town Archives Collection and a Local History and Genealogy Collection. The library provides the necessary assistance to access all collections of materials. The Board of Trustees supports the American Library Association's Library Bill of Rights.

FY02 BUDGETARY DATA

Personnel	$724,687	No. of Employees	
Purchased Services	38,270	Full-time	12
Expenses	11,596	Part-time	33
Books, Periodicals, Audio-Visual	155,553		
Total	930,106		

DEPARTMENTAL STATISTICS

Adult Department	
Circulation (books, videos, CD's, cassettes, periodicals)	251,539
Books loaned to other libraries	12,534
Books borrowed from other libraries	13,208
Overdue notices and bills sent	2,166
Reserves placed	16,488
Total money returned to Town from fines, fees, lost books, etc.	$55,004.62
Reference Department	
Reference questions answered	29,949
Directional questions answered	2,360
Reference books checked out overnight	209
Number of people using Genealogy Room	164
Training workshops for using computerized catalog and Internet	52
Remote Access	36,023
Children's Department	
Circulation (books, videos, records, cassettes, periodicals)	174,213
Reference questions answered	8,589
Overdue notices and bills sent	1,399
Reserves placed	751
Story times and other programs	172
Attendance at programs	2,646
Catalog Department	
Adult books added to collection	6,453
Adult books withdrawn	6,368
Children's books added to collection	2,322
Children's books withdrawn	1,874
CD's, and audio cassettes added	777
CD's, and audio cassettes withdrawn	303
Videocassettes and DVDs added	1,188
Videocassettes and DVDs withdrawn	142
Total Collection	139,136
MISCELLANEOUS STATISTICS	
Number of registered borrowers	18,431
Total hours open	3,098
Attendance	258,782

FY02 HIGHLIGHTS

July/August--The Minuteman Library Network added the following database access: World Book (remote), Dictionary of Literary Biography, Grove's Dictionary of Art, Dun & Bradstreet International Business Locator, Dun & Bradstreet Million Dollar Database. The Town's new website included a new picture of the library. Project VAN participants spent a day at the library cleaning keyboards, tables, and desks; dusting book and audiovisual shelves; and writing barcode numbers in books. Charles Twigg donated a laser copy (looks like an original) of an N.C. Wyeth pencil and water color sketch, Twigging the Trees, done to celebrate his grandfather George Twigg's sixtieth birthday. George Twigg served as Needham's Tree Warden from 1919-1931. The Massachusetts Regional Library System purchased the database, Biography Plus, for all the libraries in the State. 196 children registered for the Summer Reading Club, and 219 children attended the special summer programs.

September--In observance of National Day of Prayer and Remembrance, September 14, 2001, the library closed from noon to 12:15 p.m. The staff gathered in the Community Room for a time of reflection. Due to Broadmeadow School construction, precincts G and H voted at the library.

October--The Needham Exchange Club presented the library with a picture of a World War II flag flying on the High School flagpole on July 4, 2001.

November--The Massachusetts Board of Library Commissioners notified the Board of Trustees that the library had been certified to receive a State Aid to Public Libraries Award. The Friends of the Library donated $12,000 to the library for collection enrichment.

January--The library staff reviewed and updated the Emergency Evacuation Plan. Reference Department personnel completed a computerized index of Needham newspaper obituary notices back to 1987.

February--The N.C. Wyeth painting, America's Greatest Wealth is in Her Healthy Children, returned to the library after being part of a two-year traveling art exhibit, Patriots and Pirates Portrayed by N.C. Wyeth and Jamie Wyeth.

March--The library trustees presented the annual McIver Series. This year's theme was U.S. Women of Today: The Politician; The Athlete; The Muslim.

April--Trustee Sally Powers, Friends President Jan Bowen, and library staff member Gay Ellen Dennett represented the library at the annual NEF Spelling Bee. The Needham Garden Club sponsored the annual visit of the Massachusetts Horticultural Society's Plantmobile to the Children's Department.

May--Several staff members attended vendor demonstrations, as the Minuteman Library Network begins the process of choosing a new software vendor.

June--The Board of Library Trustees voted to request that the Board of Selectmen place an override question for the Library Construction Project on the ballot for the November election. The library's volunteers were celebrated at a reception that featured the books, CD's, and videocassettes that the volunteers selected to be purchased in their honor. The library completed the busiest year in its 114-year history. Circulation increased to 425,752; Adult Department reference questions to 29,949; Children's Department reference questions to 8,589; reserves placed to 17,239.

DONATIONS TO THE LIBRARY

In FY02 forty-six people volunteered 1,379 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, washed tables and chairs, and raked and cleaned up the grounds. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than $16,700 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends donations paid for books, language instruction-on-CD, children's books-on-tape, children's programs, subscriptions to international magazines, museum passes. The Needham Garden Club continued to contribute to the beauty of the library building by maintaining the outside flower gardens and other plantings, providing weekly plant and floral arrangements, purchasing the pass to the Garden in the Woods, and arranging for the visit of the Plantmobile. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY02 include:

The Needham Lions Club
The Lebensfeld Foundation
Present Charitable Trust
John Dewey
Needham Rotary Club
Parent Talk
Touchdown Club
Knights of Columbus
Needham Women's Republican Club
Needham Garden Club
Project VAN (Volunteers Around Needham)
Servathon 2002 Volunteers
Needham High School Community Classroom Program

Thank you also to the many individuals who made memorial and honoring donations to the library during FY02. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

FY02 Memorials and Cash Donations $21,184.17
FY02 Value of books, videos, etc. donated $11,784.00

FY03 FORECAST

The Trustees will continue to persevere in their efforts to fund the library construction project

DEVELOPMENT

HISTORICAL COMMISSION

Carol Boulris, Chairman *Norman Holmsy*
Louis Hutchins *Vicky Lynne Levy Krupp*
Elizabeth Rich

PURPOSE

The Historical Commission was established in 1976 by Town Meeting during the Bicentennial of the United States of America. Commission mandates and directives are included in the Needham General by-laws and Massachusetts General Laws, Chapter 40, Section 8D.

Duties of the five member Commission, which is appointed by the Board of Selectmen, include recording the historical assets of the Town for local and state inventories and reviewing any proposed demolition involving a listed property.

FY02 HIGHLIGHTS

- The William Smith House, 57 South Street was demolished by St. Sebastian's School following a 6-month demolition delay voted by the Commission, while an alternative to destruction was sought. Plans were made to move the house to a new site but failed due to structural repair costs which arose.

- The Browne-Whitney House, 207-213 Garden Street, Needham's only carpenter gothic house, became the subject of a demolition application to make room for a multi-unit housing development. A six-month delay was enacted and the developer Michael Tedoldi searched for an alternative to destruction.

- The Matthias Mills House, 1129 Central Avenue, became the subject of a demolition application to make room for housing development and a six-month delay was enacted. Builder David Tocci ultimately saved the house by donating it to the Needham Historical Society and temporarily moving it to school property adjacent to Newman School under a contract

with the Needham School Committee. It will remain there while permanent plans are discussed to locate this building, the 1842 schoolhouse and perhaps another building in an historic complex at the Newman site.

- The Commission was alerted to the current condition of the Emery Grover Building and supported efforts to repair the structurally condemned right portico.

- Jeanne McKnight, an attorney, became an associate member of the Commission.

FY03 FORECAST

- Commission members will continue to work with the Needham Historical Society and Newman Historical Complex Committee to find a permanent location for the 1842 schoolhouse and the Matthias Mills House.

- The Commission will continue to support the use of Emery Grover Building as a town facility, with the goal of preserving that historical property in future planning efforts.

- The Commission will continue to assess any Needham historic properties which are threatened by proposed demolition.

- The booklet THE HIDDEN PARKS OF NEEDHAM will be published.

PLANNING BOARD

Paul Killeen, Chairman *Devra Bailin*
Bruce T. Eisenhut *Maurice Handel*
Robert T. Smart, Jr. *Lee Newman, Director*

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Review and Approval/Disapproval of:
Approval-Not-Required (ANR) Plans
Preliminary Subdivision Plans
Definitive Subdivision Plans, including ongoing administration
Site Plans of certain larger developments (major projects)*
Residential Compounds (RC's)*
Scenic Road Applications
* Includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures for Definitive Subdivision Plans

Review and Advisory Reports:
Site Plans of certain smaller developments (minor projects)
Applications to Board of Appeals for variances and special permits
Petitions for acceptance/discontinuance of public ways
Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

It is important to note that if these services were not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY02 BUDGETARY DATA:		
Salaries	$ 110,695	No. of Employees
Purchase of Services	$ 17,201	Full-time 2
Expenses	$ 2,310	Part-time 1
Total	$ 130,206	

FY02 HIGHLIGHTS

FY02 saw a reduction of the pressures for growth, change, and development in Needham as evidenced by a decrease in the number of Site Plan Special Permit and subdivision applications processed by the Planning Board. For those applications filed, commercial development in the form of new and enlarged office buildings, industrial additions, and new retail space were more prominent than residential development. In its capacity as a special permit granting authority, the Planning Board processed 10 applications as "Major Projects" and 1 application as a "Minor Projects" under the Site Plan Review By-Law.

The Board processed 5 Definitive Subdivision Plans for a total of 17 new residential building lots. In addition, a total of 8 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 37 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year; and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Appeals Board.

In fiscal 2002, the Planning Board's appointed 21-member citizens' study committee, consisting of business people, residents, and various civic groups completed an in-depth study of the zoning status of the Needham Business Center and adjacent Highland Avenue Corridor. The Needham Business Center and adjacent Highland Avenue corridor had recently become subject to development and redevelopment pressures as the convenience and attractiveness of these areas had been rediscovered. While continuation of the renewed interest in the Center was desirable, it was important to assure that it continued to reflect the needs of both the Town and business community.

With financial support from local businesses and property owners, the Town commissioned a consultant team led by Goody, Clancy & Associates to complete the study. Numerous public workshops were convened by the consultants to solicit community input. A final report with policy recommendations for land-use regulations was completed in June 2001. Revisions to the Zoning By-Law implementing the plan's recommendations were adopted at the March 2002 Special Town Meeting.

In fiscal 2002, the Planning Board secured Needham's membership in the WestMetro Home Consortium which includes the towns of Watertown, Brookline, Waltham, Newton, Belmont, Bedford and Lincoln. This past year approximately $1 million was allocated to the consortium by HUD for the development of low and moderate income housing. Participation in the consortium will provide Needham with $130,000 in annual funds for affordable housing purposes.

Lastly, the Three Rivers Interlocal Council, a regional planning organization, provided the Planning Board and the Planning Director with assistance on issues of traffic, land use and planning, and state policies and programs. Through its alliance with other members of the Council, Needham was able to influence development decisions affecting the future of the region.

FY03 FORECAST

In recognition of the growing need for affordable housing and the diminishing supply due to an overheated market, the Planning Board will be undertaking a comprehensive review of the Town's Zoning By-Laws to explore changes that would help promote affordable housing, including, inclusionary zoning mandates and accessory apartment provisions. Other projects on the Planning Board's agenda include the preparation of a community development plan as authorized under Executive Order 418 and a re-codification of the Town's Zoning Bylaw. It is expected that both studies will include recommendations for zoning changes to be brought before a subsequent Town Meeting.

Planning Board members Devra Bailin and Bruce Eisenhut are serving as the Board's representatives to the Affordable Housing Committee. The committee is assessing local housing conditions and projected future housing needs for affordable housing, in order to assure that a wide variety of housing is available for the community's existing residents who may be under served by the choices available to them, such as the need for rental units for large families, the disabled or for those who may be paying a disproportionate amount of their income in rent. Having a sufficient supply of housing in Needham available for a broad variety of income groups continues to be a major goal of the Board and Town.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

CONSERVATION COMMISSION

Roy Cramer, Chairman
William Ely
Marsha Salett
Lisa A. Standley
Robert Fox
John D. Marr, Jr.
Carl Shapiro

PURPOSE

The main purpose of the Needham Conservation Commission is to protect and preserve the Town's wetlands and resource areas, to acquire and preserve open space in Needham, and to educate Town citizens about the importance of wetlands' integrity. Other functions of the Commission include advising the Town on matters pertaining to use, management and protection of the Town's natural resources and open space, and

management of conservation land, including the 362 acres at Ridge Hill Reservation. The Commission seeks to increase the open space resources of the Town through purchase, gift, or granting of conservation restrictions on property.

FY02 BUDGETARY DATA

Personnel	24,754	No. of Employees
Purchase of Services	807	Part-time 1
Expenses	1,162	
Total	26,723	

FY02 HIGHLIGHTS

The Commission protects wetlands and resource areas by enforcing the State Wetlands Protection Act (Mass. G.L. Chapter 131, Section 40) and the Needham Wetlands Protection Bylaw. All alterations of land in wetlands or within 100 feet of a wetland require the filing of a Notice of Intent with the Commission and the obtaining of a Permit after a public hearing. This process allows the Commission to review proposed projects and condition the work in a way that will not have an adverse impact on the wetlands and its many functions.

During FY02, the Commission met formally 22 times and conducted 31 Public Hearings, of which 18 were Notices of Intent, 9 were Requests for Determination of Applicability, one was for an Abbreviated Notice of Resource Area Delineation, and three were requests for Amendments to existing Orders of Conditions. In addition, the Commission issued 16 Certificates of Compliance for Orders of Conditions, 16 modifications to Order of Conditions and addressed several violations of state and local rules and regulations by issuing Enforcement Orders. This level of filings reflects a continuing aggressive effort by developers to develop undeveloped parcels. Each project site is visited at least once by the Commission before an Order of Conditions is issued projects are monitored during construction by Commissioners or the conservation administrator. Before issuing a Certificate of Compliance the Commission requires proof that the project has been built is in conformance with the Order of Conditions.

In FY02, the Commission reviewed and monitored projects ranging from the installation of in-ground utilities, the construction of Olin College of Engineering, the construction at Walker School, improvements at St. Sebastian's School, on-going development of subdivisions on South Street, Central Avenue, and Bridle Trail Road, and numerous individual lots. The Commission would like to thank the Girl Scouts at Mitchell School for working on the trail system in Mitchell Woods, Tom Ajamian for repairing fit trail stations at Ridge Hill Reservation for his Eagle Scout project, and the group of home schooled students who worked to increase the awareness of invasive species in Needham as part of the national Envirothon competition. The home schoolers won the competition in Massachusetts.

FY03 FORECAST

The coming year will continue to be a complex and busy one due to the anticipated number of proposals to develop land adjacent to wetlands as well as the application of the Rivers Protection regulations that established a protected resource area (200 feet from any perennial river or stream) with new performance standards. The Commission plans to increase its efforts to educate the public on the value of open space, passive recreation, and conservation. In particular, the Commission looks forward to implementing the trail maintenance and improvement plan on Commission administered lands.

The Commission encourages the involvement of all interested Needham residents in helping to preserve and expand the natural resources of the Town. The Commission meets twice monthly on Thursday evenings at 7:30pm, and all Needham citizens are invited to attend.

BOARD OF APPEALS

William J. Tedoldi, Chairman
Jon P. Schneider
Gregory Condon, Associate
Michael Crowe
Susan Glazer, Associate

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by General Laws, Ch. 40A, the Home Rule Charter Act, and Article VIII of the General By-Laws. The Board of Appeals hears applications for special permits, variances, appeals of the Building Inspector, and comprehensive permits. Decisions are public record, and are filed with the Town Clerk.

FY02 HIGHLIGHTS

The Board met 22 times this fiscal year. They heard 34 applications for special permits; 31 were approved, one was denied, and two withdrawn. Three applications were submitted for variances; one was denied and two were withdrawn. Four appeals were filed from the decision of the

Building Inspector; one was withdrawn, and three were upheld (one with conditions). Three applications were heard for comprehensive permits under Ch. 40B. Three were approved with conditions, yielding 10 affordable units to be constructed. The Board invested a substantial increase in hours to hear the Comprehensive Permit applications including reviewing and making recommendations on extensive documentation.

BUDGETARY DATA

Salaries:	$13,979.	No. of Employees
Purchase of Service:	2,571.	Part-time 1
Expenses	170.	
	$16,720.	

FY03 FORECAST

The Board is currently hearing a 40B application offering 10 affordable units. Recommendations and input from other Boards, town departments, and interested persons are a vital part of the Board of Appeal's decisions.

FINANCE

DEPARTMENT OF FINANCE

David Davison, Assistant Town Administrator, Finance Director

The Department of Finance consists of the offices of Director of Finance, Comptroller, Collector and Treasurer, Management Information Services, and Parking Clerk. The Department is responsible for the overall financial management of the Town, advising the Town Administrator on the Town's financial condition, assisting with the preparation of the five-year Capital Improvement Plan, providing status reports, cash management, debt management, property tax and utility billing, collection activities, risk management, audit review and internal financial controls, Minority Business Enterprise and Contract Compliance, supporting all aspects of the Town's data processing and network operations, and hearing appeals on and enforcing the collection of parking fines.

BUDGETARY DATA

Salaries	$822,258	No. of Employees
Purchase of Service	$365,831	16.8 FTE
Expenses	$91,570	
Capital Outlay	$117,970	
Total:	**$1,397,629**	

FY02 HIGHLIGHTS

The department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the State and Federal Governments. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day-to-day management of the Town's finances including $73.1 million in budgeted operating expenses, $5.9 million in special revenue, $18.4 million in capital project expenditures, and $11.8 million in enterprise funds (water, wastewater and solid waste), and the trust funds. Further, the Department processes 700 payroll checks per week, 500 biweekly school administration and teaching staff checks, 300 weekly expense checks and accounted for 1,682 W-2 forms. During the year the department issued 37,791 sewer and water bills, 39,310 personal and real estate property tax bills, 25,686 motor vehicle excise bills, 11,200 landfill stickers, and 242 garbage collection accounts. The department is also involved with the collection and accounting of numerous charges and fees imposed by the various departments of the town.

The Town is fortunate in that more than 98 percent of the property taxes due were paid on time. In addition, as a result of aggressive cash management by the Treasurer, the Town was able to earn $1,040,831 in interest across all funds in Fiscal Year 2002 of which $903,332 was credited to the General Fund.

During the year, the management information systems division expanded the fiber network to all departments. It created and published the official Webpage of the Town: www.town.needham.ma.us with a variety of information about the town. The new geographical information system (GIS) that was installed has been expanded with several data layers for the Town's maps. The information from the GIS database has been made available to various Town Departments to review, update and use the data. The department purchased and installed new hardware and software to begin the process of a single database for all Needham Public School information to report to the state. Approximately 13 percent of the resources in the MIS Division support the variety of data processing services provided to the School Department.

FY03 FORECAST

A key objective for the Department of Finance in FY 2003 is to meet the new reporting requirements set forth under Statement #34 issued by the Government Accounting Standards Board (GASB). Statement #34 establishes new criteria on the form and content of governmental financial statements, most notably the inclusion of fixed assets and infrastructure. The new reports will focus on the overall financial condition of the town, provide more information about the cost of governmental services, and provide a management discussion and analysis of financial activity.

Other objectives for FY 2003:

1. Update the five-year capital improvement plan
2. Update revenue projections for the coming year
3. Continue aggressive collections of delinquent taxes, motor vehicle excise and water and sewer charges
4. Upgrade the central computer system and update the core financial software applications
5. Continue to improve services on the fiber network to all town departments
6. Issue additional long-term debt in the spring of 2003.
7. Improve sewer and water billing and collection process
8. Continue to improve and update the Geographical Information Systems (GIS), expand its functionality for departments, and begin a process to have selected data available for the public.

Finally, if you have any questions or concerns, please do not hesitate to contact us. We wish to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

FINANCE COMMITTEE

Peter Adams, Chairman
Jane Howard
Ronald Ruth
Theodore Weiner
Susan R. Herman
Edward Nickles
Peter Walsh
Gerald Sullivan, Ex. Director

The Town Report is an excellent primer for a citizen who wants to become more informed about the workings of local government. It acquaints you with who runs a department, how it is run, its accomplishments and goals. Unfortunately, in the last few years one has to be reminded of the story of the loaves and the fishes. The dedicated employees of the Town, the Boards and Commissions return so much with so little to the community which they serve. It's not glamorous to say that one is a Town employee. There are so many cliches that it's not worthy of your time to repeat them. The Finance Committee often has the lowest rung of the ladder saved for itself.

The Town Report summaries are prepared in November 2002, shortly after the close of the Fall Town Meeting. The Finance Committee is about to begin its budget reviews .for fiscal year 2004. You are presented with the Report in May 2003 telling you about what happened in FY02. As far as the Finance Committee's responsibility to you, the Report is dated information It is the Town Warrant that accompanies the Report that is our working document. It is the Chairman's letter in the front that the Committee encourages you to read.

The Finance Committee is an agent of Town Meeting. The nine members (or so) are appointed by the Town Moderator. Its main purpose is to present a balanced budget within the restrictions of projected revenues to Town Meeting. It also has an obligation to explain the potential costs and impact of major capital programs to Town Meeting. Its role is to teach and inform, **not** to tell people how to vote. A major capital project has ancillary costs that affect the operating budget. These costs can be both transitory and permanent. New construction can have built in costs such as higher utilities, higher maintenance, additional staff, furnishings and so forth..

The added costs, although they may not seem sizeable for the total project, can have a big impact on the "smaller" department budgets. The size of bonded debt can affect these smaller budgets also. Departments, generally listed under Human Services, Development, Cultural, et al (often referred to as 'quality of life services') are no more than 3% of the total Operating Budget. The bulk of the budget includes Town wide expenses such as Insurance and Debt Service (these costs are pretty much built in), Public Safety, Education, Public Facilities and Administration. Salaries are approximately 80% of the departmental operating budget.

The Committee also reviews the Sewer, Water and RTS enterprise funds which, in a sense, have a life of their own outside of the Operating Budget and Proposition 2 1/2. The funds have a sizeable impact on the taxpayer's purse. Not included on their Real Estate Tax bill but referred to as "user fees". Should the capital projects of "pay as you go" enterprise funds compete with other needs of the Town? What are the proper size and use of retained earnings? More projects or reduced fees?

The Committee has often said that the budget process is like fitting a size 11 foot into a size 9 shoe. The Town is fortunate in having dedicated boards, committees and staff. It's understandably difficult, at times, for dedicated people to be asked "Why?" repeatedly. Most pros understand that they are not being personally challenged by the question, and it's worth

rethinking some issues again from another perspective. The frustration can be on both sides of the table. The Finance Committee often will say that an issue should be explainable to Town Meeting. It's not enough to say that it's needed. Yet after diligent preparation to explain by the Committee, town staff and the Selectmen, an issue, a few years ago, that was initially estimated in May to be $200,000 was approved in November 2000 for $880,000 by Town Meeting with no questions asked.

The Finance Committee strongly requests that you examine the Town Warrant. Read the Chairman's letter to find the FY2004 budget reviews. Realize when you are reading, that the Warrant is printed in March and there are probably a number of issues unsettled or will have to be revised in May.

BOARD OF ASSESSORS

James M. Zeiger, Chairman *Thomas J. Mulhern*
John J. Ryan *James Weidenfeller, Director*

PURPOSE

The Board of Assessors is responsible for the administration of a wide range of state laws pertaining to the estimation of value of real estate, personal property, motor vehicle excise, and boat excise in the community. Data pertaining to each property is maintained and constantly reviewed for accuracy. This data and data from sales of the previous calendar year form the basis for the *ad valorem* valuation placed on property. Upon completion of the town meeting process and receipt of warrants from state and county sources, the Assessors set the tax rate based on the classification shift selected by the Board of Selectmen.

FYO2 BUDGETARY DATA

Salary:	$262,473	No. of Employees	
Purchase of Service:	42,500	Full-time	6
Expenses:	13,812	Part-time	0
Total	$318,785		

FY02 HIGHLIGHTS

FY02 is the mid point in the tri-annual certification. Data is being collected and analyzed. Building permits number continue to be high and of high dollar amounts. Calendar year 2001 sales are the sales that will be used to establish the values for the FY03 Re-certification. The board accepted with regrets the resignation of David Suny. David has been transferred to North Andover and it meant relocation.

FY03 FORECAST

Completion of the revaluation certification. The Board will once again seek permission to expand the staff and add a much needed appraiser. If this person is added an expected retirement in the clerical department would not be filled. This would allow for greater inspection capabilities and the elimination of needed purchase of services for Personal property listing.

Summary of the Inventory:

Single Family Residential:	8,281
Condominium:	495
Two Family:	349
Three Family	21
Four Plus Family:	24
Vacant Land:	198 Misc.
Residential:	15
Mixed Use:	26
Commercial:	378
Industrial:	46
Personal Property:	993
Total	10,811

Abatement Applications Filed:	237
Abatements Granted	47
Appellate Tax Board Cases:	16

Building Permits Inspections:

Additions:	240
Demolitions:	61
Maintenance:	89
New Construction	100
Remodeling	265
Total Building Permits(From 1/1/99)	755
Incomplete Inspections carried from FY99	300
Field Inspections	1500
Commercial/industrial Inspections	60
Motor Vehicle Excise Tax Bills Processed	30,000+

TOWN OFFICIALS

ELECTED

Assessors
James M. Zeiger, Chairman
Thomas J. Mulhern
John J. Ryan

Board of Health
Edward V. Cosgrove, Chairman
Alan K. Stern
Peter S. Connolly

Commissioners of Trust Funds
Patrick C. Forde
Robert Hall
Karl Schofield

Constables
William F. Hines
Charles G. Wright

Housing Authority
Christine H. Miara, Chairman
Richard W. Gatto
Sharon C. O'Brien
Paulette J. Turner
Gerald O'Keefe

Moderator
Michael K. Fee

Park and Recreation Commission
Philip V. Robey, Chairman
Thomas J. Conroy
Jeffrey I. Meropol
James F. Sargent
Richard B. Weitzen

Planning Board
Paul Killeen, Chairman
Devra Bailin
Bruce T. Eisenhut
Maurice Handel
Robert T. Smart, Jr.

School Committee
Donald B. Gratz, Chairman
Paul F. Denver
Gary Crossen
Karen N. Price
Irwin Silverstein
Jeffery J. Simmons
Susan Welby

Selectmen
Gerald A. Wasserman, Chairman
Colleen F. Schaller, Vice Chairman
Daniel P. Matthews
William M. Powers
John H. Cogswell

Town Clerk
Theodora K. Eaton

Trustees of Public Library
Emily Salaun, Chairman
Lois C. Bacon
Thomas M. Harkins
Gail B. Hedges
Sally B. Powers
Gregory J. Shesko
Lois F. Sockol

Trustees of Memorial Park
William R. Dermody
John S. Gallello
John J. Logan, Jr.
Charles J. Mangine
Edward L. McCallum

APPOINTED BY THE SELECTMEN

Animal Control Officer
Harry Greenlaw

Director of Emergency Management
Charles J. Rizzo

Director of MIS
Robert A. Burke

Director of Public Works
Richard P. Merson

District Director of Veterans' Services/Veterans' Burial Agent/Veterans' Graves Officer
John J. Logan, Jr.

Fire Chief / Superintendent of Fire Alarms/Forest Warden
Robert A. DiPoli

Inspector of Buildings
Daniel P. Walsh
David Berg (sub)
Leo Muldoon (sub)

Inspector of Plumbing and Gas
Andrew Brown
Robert Hauptman (sub)
Cyril Kavanagh (sub)
Tim Sullivan (sub)

Inspector of Wiring
Ernest J. Hohengasser
Richard Greaves (sub)
John Anzivino (sub)
Scott Chisholm (sub)

Police Chief / Keeper of the Lockup
William G. Slowe

Sealer of Weights ands Measures
John Horgan
Superintendent, Garage
Stephen J. Hawes
Superintendent, Highway
Rhainhardt Hoyland
Superintendent, Parks /Forestry
Lance Remsen
Superintendent, Water/Sewer
Robert. A Lewis
Town Administrator
Kate Fitzpatrick
Town Comptroller
Melissa Mitrook
Town Council
David S. Tobin
Town Engineer
Anthony Del Gaizo
Treasurer and Tax Collector
Evelyn M. Poness
Ad Hoc Insurance / Advisory Committee
Albert H. Shapiro
Richard Davis
Niels H. Fischer
Paul Winnick
David Davison (ex officio)
Board of Appeals
Michael A. Crowe
Jon P. Schneider
William J. Tedoldi
Susan Glazer, Associate
Gregory Condon, Associate
Cable Television / Advisory Committee
Jon Tamkin, Chairman
Siben Dasgupta
John Fountain
Arnold M. Goldstein
Michael Greis
Tanvir Khan
Walter F. McDonough
Commission on Disabilities
Elaine Saunders, Co-Chair
Jeanne Martin, Co-Chair
Maureen Gallagher
Frank Der Sarkisian
Gertrude Farnham
Susan Crowell
Karen Peirce
Colin T. Wise
Conservation Commission
Roy. A. Cramer, Chairman
Robert Fox
William C. Ely
John D. Marr, Jr.
Marsha Salett
Carl Shapiro
Lisa A. Standley
Council on Aging
Robert Batchelder
Roma Jean Brown
Morris Dettman
Janice Dorsey
Andrea Rae
Helen Hicks
Vivian D. McIver
Ruth Moy
Susanne Hughes
Derek Shulman
Nina Silverstein
Betsy Tedoldi
Cultural Council
Annette Der Sarkisian
Emily Dreifus
John A. Jensen
Carolyn Spiros
Judith Currie
Susan Fleming
Claire Messing
Robert Larsen
Lucy O'Mara
Economic Development Advisory Committee
John H. Cogswell
Ross Donald
Louise Condon
William Dermody
John Edgar
Bernard Ford
Jeffrey Friedman
George Giunta
Maurice Handel
Lee Newman
Gerald A. Wasserman
Historical Commission
Carol J. Boulris, Chairman
Norman A. Homsy
Louis Hutchins
Vicky Lynne Levy Krupp
Elizabeth Rich
Human Rights Committee
Michael Vaughn, Chairman
Carolyn Edge
Trudi Farnham
James Glickman
Helen Hicks
Karen Hoffman
John Kraemer
A. Fay Remnitz
Gordon Riedell
Barbara Weidlich
Houman Vafai
Toni Kennedy
Robert Downs

Tanvir Khan
Robert Abbey

New England Business Center EDAC

George Berejik
John H. Cogswell
Jerry Derenzo
Jay Doherty
Michael Eisenstadt
Kenneth Epstein
Richard Epstein
Maurice Handel
Tony Hatoun
Brian Hunt
Carmelo Iriti
Joseph Joyce
Helen Krawiecki
Joe Norton
Rick Peraino
Tom Powers
Melanie Prescott
Alexander Prohodski
Jim Rosenfeld
Thomas Sanborn
Paul Salemi
Will Smith
Matt Talcoff
John Terrazzino
Alan Waltzman

Physical and Biological Sciences

Mary Dilys Anderson
David Bellinger
Andrew Bogdan
Thomas Fuller
John D. Genova
Jeffrey Kleiman
Eric D. Leskowitz
Robert T. Smart, Jr.
Irwin Silverstein
Peter Valberg

Registrars of Voters

John W. Day
Barbara Doyle
Mary J. McCarthy
Theodora K. Eaton (ex officio)

School Safety Committee

Arthur Bloom
William Concannon
Cynthia Conturie
Robert Everts
Sheila Hamwey
John Griffin
Mary Quirk
William Powers (ex officio)

Solid Waste Disposal / Recycling Committee

Saul Adams
John Bulian
Lee Fox
Jeffrey Heller
Keith Saxon
Rachel Spector
John H. Cogswell (ex officio)
Gerald A. Wasserman (ex officio)

Stephen Palmer Rent Review Tenant Selection/ Committee

Gary Petrini
William Okerman
Robert T. Heald

Technology Advisory Board

William Dugan
David Escalante
Steven B. Handler
Carl Rubin
Michael Greis, CATV Rep.
Robert Burke (ex officio)
Linda Conneely (ex officio)
David Davison (ex officio)
Ann Gulati (ex officio)
Joanne Kossuth, non-voting

Water and Sewer Rate Structure Committee

John H. Cogswell (ex officio)
John P. Cosgrove, Jr.
John D. Marr, Jr.
Gerald Rovner
Stanley Stanzin
Nick Renzulli

APPOINTED BY THE MODERATOR

Finance Committee

Peter Adams, Chairman
Susan R. Herman
Jane Howard
Edward Nickles
Ronald Ruth
Peter T. Walsh
Theodore Weiner
Gerald G. Sullivan, Executive Secretary

Personnel Board

Richard Lunetta, Chairman
Richard Creem
Patricia A. Forde
John Dennis
Vivian Hsu

APPOINTED BY THE ELECTED AND APPOINTED BOARDS

Administrative Assessor
James C. Weidenfeller
Assistant Town Clerk
Helen Atkinson
Building Construction and Renovation Manager
Steven Stewart
Director of Municipal Building Maintenance
Mark LaFleur
Director of Public Health
Janice Berns
Director of Youth Commission
Jon Mattleman
Environmental Health Agent
Tara Gurge
Executive Director, Council on Aging
Sharon Lally
Executive Director,
Needham Housing Authority
Cynthia Howe
Library Director
Ann MacFate
Planning Director
Lee Newman
Park and Recreation Director
Patricia M. Carey
Superintendent of Schools
Stephen Theall
Community Center Study Committee
Helen Jursek, Chairman
Patricia M. Carey
William Dermody
Thomas Harkins
Keith McClelland
Betsy Tedoldi
Susan Welby
Contributory Retirement Board
(under vote of Town 11/3/36)
Evelyn M. Poness (ex officio), Chairman
Kate Fitzpatrick
Thomas A. Welch, II, by vote of employees and retirees
John P. Krawiecki, by vote of employees and retirees
Robert Mearls, by members of the Retirement Board

Design Review Board
Mark Gluesing
Fred Sklar
Timothy Tierney
Eugene R. Bolinger
Jeffery M. Sakowitz
Stephen Tanner
Alexander Prohodski (Alternate)
Future School Needs Committee
James Lamenzo, by Moderator, Chairman
Roger Toran, by Planning Board
Mary Riddell, by League of Women Voters
Ann derMarderosian, by Finance Committee
Marjorie Margolis, by Moderator
Kate Wescott, by Moderator
Loretta O'Grady by PTC Presidents
Jeffery Simmons, by School Committee
Municipal Building Maintenance Board
Kate Fitzpatrick, Chairman
Patricia M. Carey
Ann MacFate
Richard P. Merson
Stephen Theall
Permanent Public Building Committee
John Connelly, Chairman
Joseph Carroll
Theodore Crowell
George Kent
Greg Petrini
Steven Popper
Paul Salamone
Transportation Committee
Richard Creem, by Selectmen, Chairman
Duncan Allen, by Selectmen
Linda Hoard, by Planning Board
Stephen McKnight, by Planning Board
Jane A. Howard, by Moderator
Youth Commission
John Romeo, by Moderator, Chairman
Connie Barr, by Park and Recreation
Deborah Winnick, by Selectmen
Thomas Lambert, by Police Chief
Katie Finesilver, by School Committee
Cathy Lunetta, by Finance Committee
Joey Nowd, by Superintendent of Schools
Doug Levy, by School Committee

TOWN MEETING MEMBERS

AT LARGE 2002

Michael K. Fee	137 Fox Hill Road
Theodora K. Eaton	51 Bonwood Road
Colleen F. Schaller	24 Avon Circle
Daniel P. Matthews	31 Rosemary Street
John H. Cogswell	1479 Great Plain Avenue
Gerald A. Wasserman	80 Rolling Lane
William M. Powers	47 Scott Road
James M. Zeiger	156 Woodbine Circle
Edward V. Cosgrove	17 Laurel Drive
Emily M. Salaun	101 Tower Avenue
Philip V. Robey	12 Fletcher Road
Paul Killeen	66 Henderson Street
Donald B. Gratz (Pre. A)	333 Central Avenue
Edward L. McCallum	73 Greenwood Avenue

Precinct A

2003

Chantell R. Albert	42 Capt. Robert Cook
Cheryl Gosmon	40 Capt. Robert Cook
Walter D. Herrick	131 Pine Grove Street
Wanda Lempitski	23 River Park Street
Karen R. Levine	317 Central Avenue
Blanche D. Randall	62 Noanett Road
Rhonda K. Spector	79 Sunnyside Road
George E. Travis, Jr.	56 Capt. Robert Cook

2004

Alan J. Davidson	29 Elder Road
Alan S. Fanger	46 Horace Street
Stuart J. Farkas	17 Wayne Road
Richard D. Lempitski	23 River Park Street
Sydney Randall	62 Noanett Road
Elsie Robinson	127 Noanett Road
Louise P. Swanson	20 Lakin Street
George Tarallo	76 Ardmore Road

2005

Michael A. Cerundolo	58 Taylor Street
Richard S. Creem	12 Gary Road
John D. Genova	11 Jennifer Circle
Donald B. Gratz	330 Central Avenue
Karen N. Price	386 Central Avenue
Irwin Silverstein	44 Reservoir Avenue
Nina Silverstein	44 Reservoir Avenue
Karen S. Tiberi	3 Reservoir Avenue

Precinct B

2003

Damon J. Borrelli	651 Central Avenue
Wilfred G. Corey	61 Rolling Lane
John J. Frankenthaler	33 Brookside Road
David C. Harris	82 Cynthia Road
Elisabeth A. Harris	82 Cynthia Road
Thomas M. Jacob	67 Clarke Road
Kevin T. Pendergast	24 Bess Road
Steven Rosenstock	44 Bess Road

2004

George Baierlein	50 Nardone Road
Robert D. Friedman	20 Glendale Road
Sandra E. Jaszek	18 Crescent Road
Irene D. Jenkins	132 Forest Street
Elizabeth Ann Mills	177 Jarvis Circle
Richard B. Moody	22 Parish Road
John F. Whalen, Jr.	297 West Street

2005

Deborah H. Anastas	165 Brookside Road
Maureen E. Dimeo	442 Central Avenue
George Giunta, Jr.	604 B Central Avenue
Albert E. Mills	177 Jarvis Circle
Glenn S. Orenstein	131 Taylor Street
Meredith P. Page	19 Glendale Road
Stanley E. Piltch	44 Hunnewell Street
Sarah Ann Toran	945 Central Avenue

Precinct C

2003

Susan A. Barber	74 Stockdale Road
John H. Haslip	43 Whitman Road
Cynthia D. Loker	8 Bonwood Road
Ruth Z. Nadol	640 Charles River Street
Steven C. Sharaf	93 Standish Road
Jeffrey W. Stulin	362 Cartwright Road
Jonathan D. Tamkin	60 Bonwood Road
Paul B. Tillotson	21 Howe Road

2004

Stanton H. Davis	54 Mackintosh Avenue
William H. Dugan, Jr.	29 Pine Street
Eric D. Leskowitz	23 Tolman Street
Barry S. Levine	32 Carol Road
Daniel L. Lintz	71 Fuller Brook Avenue
Carl J. Lueders	34 Whitman Road
Lyn H. Robbins-Jekowsky	530 High Rock Street
Derrek Lane Shulman	11 Mary Chilton Road

2005

Peter A. Alpert	108 Locust Lane
Paul S. Alpert	116 Pine Street
Jan D. Campbell	461 Charles River Street
Mark J. Gluesing	48 Macintosh Avenue
Howard S. Goldman	15 Cedar Springs Lane
Christine M. Harvey	80 Mackintosh Avenue
James D. Masterman	53 Canavan Circle
Sandra Blazer Tobin	59 Winding River Road

Precinct D

2003

Kathryn B. Ballard	69 Country Way
Edward S. Cahalane	296 Linden Street
Cynthia Conturie	96 Robinwood Avenue
Patrice O'Toole	4 Memorial Circle
Margaret Leslie Pantridge	945 South Street
Julene E. Schultz	51 Gilbert Road
Maura Brady Steeves	1361 South Street
Serge J. Zdanovich	32 Oak Street

2004

Lois C. Bacon	29 Harding Road
William A. Concannon	88 Deerfield Road
Mark S. Driscoll	33 Murphy Rd
Bruce T. Eisenhut	106 Marked Tree Road
Roger B. Hunt	969 South Street
Kathleen M. Lewis	99 Linden Street
Antonio M. Manzon	53 Henderson Street
Thomas F. Soisson	128 Maple Street

2005

Carol Johnson Boulris	203 Country Way
Kathryn L. D'Addesio	110 Linden Street

Ann Dermarderosian	800 South Street
Paul Killeen	66 Henderson Street
Christine H. Miara	36 Marked Tree Road
Sharon C. O'Brien	237 Linden Street
Sally B. Powers	47 Scott Road
Alexander V. Zaleski	248 Marked Tree Road

Precinct E

2003

Michelle S. Ardini	86 Sutton Road
Roy A. Cramer	137 Bradford Street
Lawrence R. Cummings	27 South Street
Paul J. Durda	149 Laurel Drive
Jeffrey A. Kleiman	103 Lawton Road
William J. Miles	96 Grant Street
Paul A. Siegenthaler	1049 Webster Street
Martin L.B. Walter	271 Edgewater Drive
Theodore Weiner	88 Pleasant Street

2004

Cynthia J. Chaston	119 Fox Hill Road
Mark P. Fachetti	187 South Street
Jean C. Martin	139 Plymouth Road
Jo Ann Miles	96 Grant Street
Linda J. Novak	20 Old Farm Road
Ford H. Peckham	26 Lawton Road
Maryruth Perras	42 Oakhurst Circle
Carol A. Tracy	1087 Webster Street

2005

Roma Jean Brown	30 Edgewater Lane
Ann M. Cosgrove	17 Laurel Drive
Linda J. George	110 South Street
Thomas M. Harkins	41 Laurel Drive
James G. Healy	767 South Street
Jane A. Howard	119 Green Street
Theodore Supple	75 Redington Road

Precinct F

2003

Vincent J. Fabiani	27 Lewis Street
Julio Farulla	195 Rosemary Street #3
Bernard H. Ford	108 Garden Street
David B. Frischling	60 Prospect Street
Jeffrey D. Heller	1092 Central Avenue
Paul Theodore Owens	32 Perrault Road # 1
Gregory John Shesko	70 May Street
Donald R. Steinberg	64 Damon Road

2004

Saul Adams	1206 Great Plain Avenue
Stephen L. Dornbusch	51 Damon Road
Phyllis S. Fanger	21 Oakland Avenue
Elizabeth B. Kloss	1200 Great Plain Avenue
Amy L. MacAvery	10 Hollow Ridge Road
Carolyn R. McIver	70 Pickering Street
Jennifer S. Sexton	62 Newell Avenue
Elliot M. Weinstein	48 Damon Road

2005

Joan E. Adams	1206 Great Plain Avenue
Gilbert W. Cox, Jr.	49 Colonial Road
Gail E. Davis	233 Nehoiden Street
Richard W. Davis	233 Nehoiden Street
Sarah P. McCormick	313 Nehoiden Street
John F. Milligan	25 Blacksmith Drive
James Hugh Powers	263 Nehoiden Street
Deborah S. Winnick	12 Mallard Road

Precinct G

2003

Paul H. Attridge	59 Powers Street
William F. Connors	146 Melrose Avenue
Michael J. Crawford	213 Warren Street
John W. Day	35 Morley Street
Richard DeMeis	126 Powers Street
Paul O'Connor	108 Wilshire Park
Richard B. Weitzen	66 Eaton Road
Marcia B. Young	76 Stevens Road

2004

Patrick C. Forde	66 Washington Avenue
Robert T. Heald	86 Eaton Road
Helen Jursek	45 Grant Street
Mary S. Kenslea	76 Wilshire Park
Maureen T. McCaffrey	285 Manning Street
Edwin A. Murray, Jr.	156 Fair Oaks Park
John J. Romeo	22 Woodlawn Avenue
Timothy P. Tierney	34 Bradford Street

2005

Susan W. Abbott	60 Otis Street
Patricia B. Buckley	155 Fair Oaks Park
Caroline D. Murray	156 Fair Oaks Park
Kathleen O'Keeffe	49 Coolidge Avenue
Jill E. Owens	98 Wilshire Park
Barbara K. Popper	31 Wilshire Park
Robert T. Smart, Jr.	25 Mayo Avenue
Susan Welby	857 Webster Street

Precinct H

2003

Julia Satti Cosentino	265 Great Plain Avenue
Michael A. Diener	30 Kenney Street
Rosalie G. Fox	27 Richard Road
Peter Friedenberg	42 Douglas Road
Elizabeth P. Handler	317 Great Plain Avenue
Jeffrey Kristeller	138 Elmwood Road
Arthur P. Phillips	37 Appleton Road
Lois F. Sockol	611 Greendale Avenue

2004

John A. Bulian	86 Peacedale Road
John E. Comando	54 Norwich Road
Lee K. Fox	27 Richard Road
Ellen M. Grady	34 Whittier Road
Daniel J. Kumin	50 Highgate Street
Ronald L. Morrison	1208 Greendale Avenue, # 224
LeRoy J. Nutile	60 Tudor Road
Richard J. Savage	15 Evans Road

2005

Therese A. Buckley	42 Broad Meadow Road
A. Marie Holland	19 Norwich Road
Robert Y. Larsen	150 Tudor Road
Marjorie M. Margolis	20 Mann Avenue
Nancy E. McCarthy	29 Sterling Road
Peter J. Meade	1085 Greendale Avenue
Paul T. Milligan	45 Tudor Road
Barbara R. Wilmot	103 Hillcrest Road

Precinct I

2003

Harry F. Kearins	85 Morningside Road
Elizabeth M. Keil	43 Kingsbury Street
Peter J. Pingitore	146 Hillcrest Road
Leslie Ann Renzulli	77 Edwardel Road
Nicholas S. Renzulli	77 Edwardel Road
Robert J. Rondini	41 Hawthorn Avenue
Ada W. Suydam	35 Carey Road
Michael T. Vaughn	130 Lindbergh Avenue

2004

Steven M. Allison	26 Hazelton Avenue
David J. Escalante	103 Woodledge Road
Susanne D. Hughes	6 Morningside Road
Jill C. Kahn-Boesel	44 Brookline Street
Joshua S. Levy	86 Hawthorn Avenue

Keith M. McClelland	110 Brookline Street
Lorraine M. Murphy	59 Beaufort Avenue
Kathleen D. Whitney	75 Kingsbury Street
2005	
Peter W. Adams	134 Hillcrest Road
Paul F. Denver	7 Beaufort Avenue
Richard W. Gatto	17 Rosemary Street
Elizabeth A. Giles	188 Highgate Street
Maurice P. Handel	3 Rosemary Street
Thomas H Hannigan, Jr.	95 Falcon Street
Michele M. McQuillen	9 Holland Terrace
Maura O. Walsh	49 Colby Street
Precinct J	
2003	
Robert Scott Amsbary	19 Cimino Road
Bradley M. Christenson	10 Mercer Road
Elton J. Delaune	36 Richdale Road
Brian J. Hallahan	134 Richdale Road
William M. Hynes	5 Manning Street
Marcia C. Mather	179 Paul Revere Road
Jane B. Murphy	12 Mark Lee Road
Margaret A. Tucker	419 Webster Street
Caroline B. Edge	59 Alfreton Road
2004	
Catherine J. Barker	13 West Street
John P. Connelly	41 LaSalle Road
David R. Cox	9 Morton Street
Deborah A. Coyle	16 Lexington Avenue
Robert A. Downs	51 Virginia Road
Emily M. Salaun	101 Tower Avenue
Paul G. Smith	201Paul Revere Road
Mathew David Talcoff	18 Highview Street
2005	
Laura A. Brooks	9 Concord Street
William R. Dermody	12 Concord Street
Leigh M. Doukas	51 Concord Street
Barbara J. Downs	51 Virginia Road
Michael J. Greis	384 Webster Street
John D. Marr, Jr.	70 Greendale Avenue
Betsy M. Tedoldi	68 High Street

Town of Needham Retiree Information

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Sandra Coburn	Hospital	21
Elizabeth Gaudreau	School	6
John Hunt	Police	32
Roland Johnson	Public Works	42
Timothy Lilley	Municipal Bldg Maintenance	15
Michael O'Toole	Police	32
Rita Romaszkiewicz	Town	37
Cheryl Urbanik	Hospital	16
Lorenzo Zambito	Municipal Bldg Maintenance	29

IN MEMORIAM

Ann Bradanese	School	21
Edward Brady	Fire	22
Lois Carley	School	30
Joseph Fionda	Municipal Bldg Maintenance	6
Bette Joy	School	9
Mildred Kenney	School	18
James Lannan	Fire	27
Lawrence Martin	School	18
Frederick McMath	Fire	21
James Newslow	Town	9
E. Greta Pedersen	Hospital	17
Margaret Pritchard	Hospital	10
Paul Robison	Town	16
Ruth Shea	Town	4
Ruth Tracy	Library	14
Jose Vergara	Hospital	17
Frank Weiler	School	9
Barbara Yardley	Town	8

Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2002

ASSETS		
Cash and cash equivalents	$	11,974,425
Receivables:		
Property taxes		1,478,642
Excises		255,085
Departmental		396,280
Total Assets	**$**	**14,104,432**
LIABILITIES AND FUND EQUITY		
Liabilities:		
Warrants and accounts payable		1,488,735
Deferred revenue		1,933,238
Reserve for tax refunds		487,769
Other liabilities		99,792
Total Liabilities	$	4,009,534
Fund Balances:		
Reserved for expenditures		3,226,740
Reserved for encumbrances		1,097,884
Unreserved/undesignated		5,770,274
Total Fund Equity	$	10,094,898
Total Liabilities and Fund Equity	**$**	**14,104,432**

Town of Needham
General Fund
Statement of Appropriations and Expenditures
Year Ended June 30, 2002

		FY01 Continued Appropriation	Annual Town Meeting Appropriation	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY02 Encumbrances	Total Expenditures	Unexpended Balance
	Summary:									
	Townwide Expenses	$ -	$ 12,189,749	$ -	$ 23,000	$ 12,212,749	$ 11,630,511	$ 276,939	$ 11,907,450	$ 305,299
	General Government	-	1,006,854	34,700	49,290	1,090,844	905,505	73,183	978,688	112,156
	Finance	-	2,462,057	(315,016)	(259,790)	1,887,251	1,469,754	173,810	1,643,564	243,688
	Education	-	30,887,770	(50,000)	-	30,837,770	29,894,455	437,640	30,332,095	505,675
	Public Safety	-	9,305,332	53,450	113,000	9,471,782	9,228,635	12,274	9,240,909	230,873
	Public Facilities	-	7,284,877	11,950	65,000	7,352,494	7,086,233	53,218	7,139,451	213,043
	Human Services	-	803,916	650	1,200	805,766	741,910	6,622	748,532	57,234
	Development	-	169,356	550	8,300	178,206	165,271	21,092	186,364	12,742
	Cultural and Leisure	-	1,381,362	3,250	-	1,384,612	1,348,163	5,554	1,353,718	30,894
	Grand Total	-	$ 65,491,273	$ (260,466)	$ -	$ 65,221,474	$ 62,470,439	$ 1,060,332	$ 63,530,771	$ 1,711,604
	Townwide Expenses									
010	Street Lighting	$ -	$ 370,000	$ -	$ -	$ 370,000	$ 358,871	$ 11,129	$ 370,000	$ -
011	Garbage Collection	-	48,000	-	-	48,000	46,810	-	46,810	1,190
012	General Insurance	-	309,300	-	-	309,300	214,473	-	214,473	94,827
013	Health Insurance	-	5,584,000	-	-	5,584,000	5,584,000	-	5,584,000	-
014	Workers' Compensation	-	385,000	-	-	385,000	385,000	-	385,000	-
015	Self Insurance	-	20,000	-	-	20,000	20,000	-	20,000	-
016	Unemployment Compensation	-	35,000	-	23,000	58,000	54,987	3,010	57,997	3
017	Maturing Bonds	-	1,795,129	-	-	1,795,129	1,715,956	-	1,715,956	79,173
018	Interest	-	376,837	-	-	376,837	313,515	-	313,515	63,322
019	Contributory Retirement	-	2,315,000	-	-	2,315,000	2,282,359	-	2,282,359	32,641
020	Chapter 32 Retirement	-	152,000	-	-	152,000	126,464	-	126,464	25,536
021	Minuteman Assessment	-	371,983	-	-	371,983	371,983	-	371,983	-
22	MBTA Commuter Parking	-	107,500	-	-	107,500	91,397	12,800	104,197	3,303
23	Glover Hospital Accrued Liab	-	320,000	-	-	320,000	64,696	250,000	314,696	5,304
	Subtotal	$ -	$ 12,189,749	$ -	$ 23,000	$ 12,212,749	$ 11,630,511	$ 276,939	$ 11,907,450	$ 305,299
	Board of Selectmen									
101	Salaries	$ -	$ 360,424	$ 2,200	$ -	$ 362,624	$ 330,201	$ -	$ 330,201	$ 32,423
	Merit Pay	-	30,800	-	-	30,800	18,563	-	18,563	12,237
102	Purchase of Service	-	152,498	12,000	-	164,498	114,272	16,700	130,972	33,526
103	Expenses	-	23,661	-	-	23,661	18,506	-	18,506	5,155
104	Capital Outlay	-	11,000	-	-	11,000	10,500	-	10,500	500
		$ -	$ 578,383	$ 14,200	$ -	$ 592,583	$ 492,042	$ 16,700	$ 508,742	$ 83,841
	Town Clerk									
	Board of Registrars									
105	Salaries	$ -	$ 167,542	$ 500	$ -	$ 168,042	$ 168,042	$ -	$ 168,042	$ -
106	Purchase of Service	-	20,950	-	-	20,950	15,281	4,715	19,996	954
107	Expenses	-	4,800	-	-	4,800	3,656	-	3,656	1,144
108	Capital Outlay	-	-	-	-	-	-	-	-	-
109	Tellers/Canvassers/Details	-	7,901	20,000	-	27,901	27,719	-	27,719	182
		$ -	$ 201,193	$ 20,500	$ -	$ 221,693	$ 214,699	$ 4,715	$ 219,414	$ 2,279
	Legal									
110	Salaries	$ -	$ 56,356	$ -	$ -	$ 56,356	$ 56,141	$ -	$ 56,141	$ 215
111	Special Fees	-	150,000	-	49,290	199,290	138,819	51,368	190,187	9,103
112	Expenses	-	5,000	-	-	5,000	2,195	400	2,595	2,405
		$ -	$ 211,356	$ -	$ 49,290	$ 260,646	$ 197,155	$ 51,768	$ 248,923	$ 11,723
	Personnel Board									
113	Salaries	$ -	$ 1,922	$ -	$ -	$ 1,922	$ 810	$ -	$ 810	$ 1,112
114	Purchase of Service	-	10,000	-	-	10,000	(0)	-	(0)	10,000
115	Merit Bonus	-	4,000	-	-	4,000	800	-	800	3,200
		$ -	$ 15,922	$ -	$ -	$ 15,922	$ 1,610	$ -	$ 1,610	$ 14,312

	Assessors									
201	Salaries	$ -	$ 261,073	$ 1,400	$ -	$ 262,473	$ 261,694	$ -	$ 261,694	$ 779
202	Purchase of Service	-	34,550	-	-	34,550	14,297	-	14,297	20,253
203	Expenses	-	11,750	-	-	11,750	7,544	-	7,544	4,206
204	Capital Outlay	-	-	-	-	-	-	-	-	-
		$ -	$ 307,373	$ 1,400	$ -	$ 308,773	$ 283,535	$ -	$ 283,535	$ 25,238
	Finance Department									
205	Salaries	$ -	$ 819,958	$ 2,300	$ -	$ 822,258	$ 795,303	$ -	$ 795,303	$ 26,955
206	Purchase of Service	-	365,831	-	-	365,831	263,932	98,927	362,859	2,972
207	Expenses	-	91,570	-	-	91,570	76,953	9,328	86,281	5,289
208	Capital Outlay	-	64,720	-	25,100	89,820	23,623	65,555	89,178	642
		$ -	$ 1,342,079	$ 2,300	$ 25,100	$ 1,369,479	$ 1,159,811	$ 173,810	$ 1,333,621	$ 35,858
	Finance Committee									
209	Salaries	$ -	$ 26,247	$ -	$ -	$ 26,247	$ 26,247	$ -	$ 26,247	$ -
209A	Purchase of Service	-	500	-	-	500	-	-	-	500
210	Expenses	-	500	-	-	500	160	-	160	340
211	Reserve Fund	-	785,358	(318,716)	(284,890)	181,752	-	-	-	181,752
		$ -	$ 812,605	$ (318,716)	$ (284,890)	$ 208,999	$ 26,407	$ -	$ 26,407	$ 182,592
	School Department									
301	Salaries	$ -	$ 26,594,024	$ -	$ -	$ 26,594,024	$ 25,766,120	$ -	$ 25,766,120	$ 827,904
302	Purchase of Service	-	3,350,100	(50,000)	-	3,300,100	3,113,089	262,141	3,375,230	(75,130)
303	Expenses	-	787,820	-	-	787,820	751,916	145,677	897,593	(109,773)
304	Capital Outlay	-	155,826	-	-	155,826	263,330	29,822	293,152	(137,326)
		$ -	$ 30,887,770	$ (50,000)	$ -	$ 30,837,770	$ 29,894,455	$ 437,640	$ 30,332,095	$ 505,675
	Police									
401	Salaries	$ -	$ 3,742,223	$ 42,400	$ 58,000	$ 3,842,623	$ 3,809,279	$ -	$ 3,809,279	$ 33,344
402	Purchase of Service	-	64,300	(12,200)	-	52,100	52,092	-	52,092	8
403	Expenses	-	130,935	(4,000)	-	126,935	123,654	3,281	126,935	-
404	Capital Outlay	-	123,358	5,300	-	128,658	128,658	-	128,658	-
		$ -	$ 4,060,816	$ 31,500	$ 58,000	$ 4,150,316	$ 4,113,683	$ 3,281	$ 4,116,964	$ 33,352
	Fire									
405	Salaries	$ -	$ 4,724,012	$ 350	$ 40,000	$ 4,764,362	$ 4,629,427	$ -	$ 4,629,427	$ 134,935
406	Purchase of Service	-	103,789	-	15,000	118,789	81,392	50	81,442	37,347
407	Expenses	-	147,773	-	-	147,773	133,927	8,943	142,871	4,902
408	Capital Outlay	-	700	20,000	-	20,700	20,350	-	20,350	350
		$ -	$ 4,976,274	$ 20,350	$ 55,000	$ 5,051,624	$ 4,865,097	$ 8,993	$ 4,874,090	$ 177,534
	Building									
409	Salaries	$ -	$ 258,232	$ 1,600	$ -	$ 259,832	$ 240,758	$ -	$ 240,758	$ 19,074
410	Purchase of Service	-	3,474	-	-	3,474	3,188	-	3,188	286
411	Expenses	-	6,536	-	-	6,536	5,910	-	5,910	626
412	Capital Outlay	-	-	-	-	-	-	-	-	-
		$ -	$ 268,242	$ 1,600	$ -	$ 269,842	$ 249,856	$ -	$ 249,856	$ 19,986
	Public Works									
501	Salaries	$ -	$ 2,374,781	$ (36,700)	$ -	$ 2,338,081	$ 2,244,951	$ -	$ 2,244,951	$ 93,130
502	Purchase of Service	-	457,761	23,000	30,000	510,761	491,540	10,068	501,608	9,153
503	Expenses	-	300,430	15,000	-	315,430	288,516	25,863	314,379	1,051
504	Capital Outlay	-	9,000	-	-	9,000	5,402	-	5,402	3,598
505	Snow & Ice	-	165,000	-	-	165,000	164,965	-	164,965	35
		$ -	$ 3,306,972	$ 1,300	$ 30,000	$ 3,338,272	$ 3,195,374	$ 35,931	$ 3,231,305	$ 106,967
	Building Maintenance									
506	Salaries	$ -	$ 2,043,749	$ 25,600	$ -	$ 2,069,349	$ 2,055,810	$ -	$ 2,055,810	$ 13,539
507	Purchase of Service	-	1,527,943	-	35,000	1,553,610	1,475,891	7,763	1,483,654	69,956
508	Expenses	-	292,235	(15,000)	-	277,235	266,524	9,524	276,048	1,187
509	Capital Outlay	-	29,500	-	-	29,500	29,500	-	29,500	-
		$ -	$ 3,893,427	$ 10,600	$ 35,000	$ 3,929,694	$ 3,827,725	$ 17,287	$ 3,845,012	$ 84,682

	PPBC										
510	Salaries	$ -	$ 80,178	$ 50	$ -	$ 80,228	$ 62,245	$ -	$ 62,245	$ 17,983	
510A	Purchase of Service	-	1,500	-	-	1,500	0	-	0	1,500	
511	Expenses	-	2,800	-	-	2,800	889	-	889	1,911	
512	Capital Outlay	-	-	-	-	-	-	-	-	-	
		$ -	$ 84,478	$ 50	$ -	$ 84,528	$ 63,135	$ -	$ 63,135	$ 21,393	
	Board of Health										
601	Salaries	$ -	$ 262,711	$ (4,300)	$ -	$ 258,411	$ 242,924	$ -	$ 242,924	$ 15,487	
602	Purchase of Service	-	77,241	-	1,200	78,441	72,991	2,222	75,213	3,228	
603	Expenses	-	8,550	-	-	8,550	8,489	-	8,489	61	
604	Capital Outlay	-	500	4,500	-	5,000	554	4,400	4,954	46	
		$ -	$ 349,002	$ 200	$ 1,200	$ 350,402	$ 324,959	$ 6,622	$ 331,580	$ 18,822	
	Veterans' Services										
605	Salaries	$ -	$ 47,236	$ 250	$ -	$ 47,486	$ 47,486	$ -	$ 47,486	$ 0	
606	Purchase of Service	-	300	-	-	300	193	-	193	107	
607	Expenses	-	3,500	-	-	3,500	3,041	-	3,041	459	
607A	Benefits	-	30,000	-	-	30,000	5,018	-	5,018	24,982	
		$ -	$ 81,036	$ 250	$ -	$ 81,286	$ 55,737	$ -	$ 55,737	$ 25,549	
	Youth Commission										
608	Salaries	$ -	$ 156,646	$ 150	$ -	$ 156,796	$ 156,796	$ -	$ 156,796	$ (0)	
609	Purchase of Service	-	2,800	-	-	2,800	2,791	-	2,791	9	
610	Expenses	-	1,990	-	-	1,990	1,982	-	1,982	8	
611	Capital Outlay	-	1,135	-	-	1,135	846	-	846	289	
		$ -	$ 162,571	$ 150	$ -	$ 162,721	$ 162,415	$ -	$ 162,415	$ 306	
	Council on Aging										
612	Salaries	$ -	$ 202,314	$ 50	$ -	$ 202,364	$ 190,310	$ -	$ 190,310	$ 12,054	
613	Purchase of Service	-	3,305	-	-	3,305	3,304	-	3,304	1	
614	Expenses	-	5,175	-	-	5,175	5,175	-	5,175	0	
615	Capital Outlay	-	-	-	-	-	-	-	-	-	
		$ -	$ 210,794	$ 50	$ -	$ 210,844	$ 198,789	$ -	$ 198,789	$ 12,055	
	Commission on Disabilities										
616	Expenses	$ -	$ 513	$ -	$ -	$ 513	$ 10	$ -	$ 10	$ 503	
		$ -	$ 513	$ -	$ -	$ 513	$ 10	$ -	$ 10	$ 503	
	Planning Board										
701	Salaries	$ -	$ 117,190	$ 50	$ -	$ 117,240	$ 110,695	$ -	$ 110,695	$ 6,545	
702	Purchase of Service	-	9,000	-	-	9,000	8,951	20,900	29,851	49	
703	Expenses	-	2,310	-	-	2,310	2,149	161	2,310	0	
704	Capital Outlay	-	-	-	-	-	-	-	-	-	
		$ -	$ 128,500	$ 50	$ -	$ 128,550	$ 121,795	$ 21,061	$ 142,855	$ 6,595	
	Conservation Commission										
705	Salaries	$ -	$ 24,799	$ -	$ -	$ 24,799	$ 24,754	$ -	$ 24,754	$ 45	
706	Purchase of Service	-	3,569	-	-	3,569	807	-	807	2,762	
707	Expenses	-	1,488	-	-	1,488	1,161	-	1,161	327	
708	Capital Outlay	-	-	-	-	-	-	-	-	-	
		$ -	$ 29,856	$ -	$ -	$ 29,856	$ 26,723	$ -	$ 26,723	$ 3,133	
	Board of Appeals										
709	Salaries	$ -	$ 6,277	$ 500	$ 8,300	$ 15,077	$ 13,979	$ -	$ 13,979	$ 1,098	
710	Purchase of Service	-	4,040	-	-	4,040	2,571	31	2,603	1,437	
711	Expenses	-	170	-	-	170	170	-	170	-	
		$ -	$ 10,487	$ 500	$ 8,300	$ 19,287	$ 16,720	$ 31	$ 16,751	$ 2,536	
	Historical Commission										
712	Expenses	$ -	$ 513	$ -	$ -	$ 513	$ 34	$ -	$ 34	$ 479	
		$ -	$ 513	$ -	$ -	$ 513	$ 34	$ -	$ 34	$ 479	

	Library									
801	**Salaries**	$ -	$ 741,536	$ 3,000	$ -	$ 744,536	$ 724,687	$ -	$ 724,687	$ 19,849
802	**Purchase of Service**	-	40,389	-	-	40,389	38,270	-	38,270	2,119
803	**Books & Periodicals**	-	158,502	-	-	158,502	153,806	1,273	155,079	3,423
804	**Expenses**	-	12,431	-	-	12,431	11,596	-	11,596	835
805	**Capital Outlay**	-	-	-	-	-	-	-	-	-
		$ -	$ 952,858	$ 3,000	$ -	$ 955,858	$ 928,359	$ 1,273	$ 929,632	$ 26,226
	Park & Recreation									
806	**Salaries**	$ -	$ 345,379	$ 250	$ -	$ 345,629	$ 344,439	$ -	$ 344,439	$ 1,190
807	**Purchase of Service**	-	46,278	-	-	46,278	41,618	1,681	43,299	2,979
808	**Expenses**	-	24,347	-	-	24,347	24,084	86	24,170	177
809	**Capital Outlay**	-	12,000	-	-	12,000	9,163	2,515	11,678	322
		$ -	$ 428,004	$ 250	$ -	$ 428,254	$ 419,304	$ 4,282	$ 423,586	$ 4,668
	Memorial Park									
811	**Expenses**	$ -	$ 500	$ -	$ -	$ 500	$ 500	$ -	$ 500	$ -
812	**Capital Outlay**	-	-	-	-	-	-	-	-	-
		$ -	$ 500	$ -	$ -	$ 500	$ 500	$ -	$ 500	$ -
	Grand Total	$ -	$ 65,491,273	$ (260,466)	$ -	$ 65,221,474	$ 62,470,439	$ 1,060,332	$ 63,530,771	$ 1,711,604

Town of Needham
Water Enterprise Fund
Statement of Appropriations and Expenditures
Year Ended June 30, 2002

		FY01 Continued Appropriations	Annual Town Meeting Appropriation	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY02 Encumbrances	Total Expenditures	Unexpended Balance
	Water Department									
901	Salaries	$ -	$ 748,582	$ (51,261)	$ -	$ 697,321	$ 687,921	$ -	$ 687,921	$ 9,400
902	Purchase of Service	-	253,850	133,000	-	386,850	342,339	19,966	362,305	24,545
903	Expenses	-	284,363	(10,000)	-	274,363	216,922	24,179	241,102	33,261
904	Capital Outlay	-	20,000	-	-	20,000	12,262	7,644	19,906	94
905	MWRA Assessment	-	691,708	(533,804)	-	157,904	157,904	-	157,904	-
906	Emergency Repairs	-	50,000	12,000	-	62,000	55,779	-	55,779	6,221
907	Debt Service	-	1,107,698	-	-	1,107,698	1,106,955	-	1,106,955	743
907A	Claims Contingency		-	150,000	-	150,000	37,071	40,000	77,071	72,929
		$ -	$ 3,156,201	$ (300,065)	$ -	$ 2,856,136	$ 2,617,153	$ 91,789	$ 2,708,942	$ 147,194

Wastewater Enterprise Fund
Statement of Appropriations and Expenditures
Year Ended June 30, 2002

		FY01 Continued Appropriations	Annual Town Meeting Appropriation	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY02 Encumbrances	Total Expenditures	Unexpended Balance
	Wastewater Department									
908	Salaries	$ -	$ 414,157	$ (9,858)	$ -	$ 404,299	$ 390,712	$ -	$ 390,712	$ 13,587
909	Purchase of Service	-	104,200	-	-	104,200	92,454	4,840	97,294	6,906
910	Expenses	-	63,658	-	-	63,658	43,237	2,893	46,130	17,528
911	Capital Outlay	-	-	-	-	-	-	-	-	-
912	MWRA Assessment	-	4,474,927	(96,629)	-	4,378,298	4,378,298	-	4,378,298	-
913	Emergency Repairs	-	20,000	172,000	-	192,000	191,176	695	191,871	129
914	Debt Service	-	1,088,010	-	-	1,088,010	996,008	-	996,008	92,002
		$ -	$ 6,164,952	$ 65,513	$ -	$ 6,230,465	$ 6,091,885	$ 8,428	$ 6,100,312	$ 130,153

Town of Needham
RTS Enterprise Fund
Statement of Appropriations and Expenditures
Year Ended June 30, 2002

		FY01 Continued Appropriations	Annual Town Meeting Appropriation	Special Town Meeting Amendments	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	FY02 Encumbrances	Total Expenditures	Unexpended Balance
	RTS Department									
915	Salaries	$ -	$ 426,505	$ -	$ -	$ 426,505	$ 414,355	$ -	$ 414,355	$ 12,150
916	Purchase of Service	-	824,700	-	-	824,700	796,407	10,025	806,432	18,268
917	Expenses	-	126,455	-	-	126,455	117,748	493	118,242	8,213
918	Capital Outlay	-	-		-	-	-	-	-	-
919	Emergency Repairs	-	-	-	-	-	-	-	-	-
920	Debt Service	-	270,339	-	-	270,339	255,589	-	255,589	14,750
		$ -	$ 1,647,999	$ -	$ -	$ 1,647,999	$ 1,584,100	$ 10,518	$ 1,594,618	$ 53,382

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SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, NOVEMBER 5, 2001

7:30 P. M.

NEWMAN ELEMENTARY SCHOOL

CENTRAL AVENUE **NEEDHAM**

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Newman Elementary School in said Town on

MONDAY, THE FIFTH OF NOVEMBER, 2001

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: AMEND ZONING BY-LAW – MAP CHANGE TO GENERAL RESIDENCE DISTRICT

To see if the Town will vote to amend the Zoning Map of the Town of Needham to change from a Single Residence B District to a General Residence District a certain area of land owned by the Needham Housing Authority lying southeast of the MBTA Right-of-Way, comprising parcels 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 41 on Assessor's Plan No. 134, parcels 9, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 63, 64, 65, 66, 67, 68 on Assessor's Plan No. 135, and parcel 40 on Assessor's Plan No. 138. Said land is bounded and described as follows:

"Bounded on the southeast by northwesterly sideline of the MBTA Right-of-Way, bounded on the southwest by the northeasterly lines of Lots 80 thru 83 as shown on LCC 4382Q and Lots 84 thru 91 and Lots 1 thru as shown on LCC 4382 P, bounded on the north by the southerly lines of Lots 1 thru 9, on a plan recorded at the Norfolk County Registry of Deeds (NCRD) as Plan 139 A of 1939 and by the south sideline of Sylvan Road, bounded on the northeast and north by the southwesterly and southerly lines of Lots 50 thru 57 on a plan filed in NCRD as Plan 932 of 1947, bounded on the north by the southerly line of the 1952 acceptance of Linden Street, bounded on the west by the easterly sideline of said acceptance, bounded on the north and west by southerly and easterly lines on a plan filed in the NCRD as Plan 512 of 1952, bounded on the northeast by the southwesterly line on a plan filed in the NCRD as Plan 738 of 1961 and bounded on the east and north by the westerly and southerly line on a plan filed in NCRD as Plan 1059 of 1963."

Said description meaning and intended to contain all lands shown on a plan filed in NCRD as Plan 480 of 1967 and a plan entitled "Alignment Plan for Needham Housing Authority, Veterans Housing Project, Needham, Mass.", approved April 12, 1949 and May 24, 1949 and filed in the Engineering Division of the Needham DPW as Plan Y-364.

or take any other action relative thereto.

INSERTED BY: Needham Housing Authority / Planning Board and Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 1 Explanation: This article would change the zoning of certain land currently owned by the Needham Housing Authority from Single Residence B to General Residence – the change would allow the construction of duplexes in addition to single-family homes.

The Needham Housing Authority owns eighty single-family homes in the High Rock neighborhood that are currently rented to low- and moderate-income families. The area is currently zoned Single Residence B and this request would change it to General Residence. The purpose of this requested change is to allow the Needham Housing Authority to

increase the total number of units and the diversity of housing options in the area by replacing some of the single-family homes with duplexes.

Eighty units would remain available for rental housing. Additional units that are created would be sold to low- and moderate-income families and first-time homebuyers. Units that are sold would have deed restrictions to preserve the affordability in perpetuity. The units would be part of a condominium association and the Needham Housing Authority would remain actively involved in assuring that the purchased units are maintained.

This proposal addresses several key needs with minimum impact on the community. First, Needham desperately needs more affordable housing units in order to meet the needs of its residents and the State's mandate. Second, Needham would benefit from a more diverse affordable housing inventory by adding units for homeownership in addition to rental housing. Third, residents of the Needham Housing Authority whose income and rent increase over time would be able to move into the private market without leaving the community where they currently live and work. Fourth, the newer and larger duplex buildings would improve the appearance of the neighborhood and be more in keeping with the surrounding privately owned homes. And finally, this is an appropriate change in zoning in this area as there is already a General Residence zone contiguous to a portion of the subject property.

ARTICLE 2: APPROPRIATE FOR HILLSIDE SCHOOL FIRE ALARM SYSTEM REPLACEMENT

To see if the Town will vote to raise and appropriate the sum of $150,000 to replace the Hillside School Fire Alarm; to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $150,000 for a period up to 10 years, under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 2 Explanation *The fire alarm system at Hillside Elementary school is original equipment dating to the mid 1960's. This system has been tested and maintained at periodic intervals throughout the years in accordance with Commonwealth of Massachusetts Department of Public Safety and local fire department codes and regulations. In recent years, the system has been showing its age by means of frequent systems troubles requiring circuit, device, and main panel repair. When a major electrical fire occurred at the school in January of 2001, the fire alarm system failed. This project encompasses complete replacement of the fire alarm system including the main panel, all sensing and notifying devices, and all wiring, and will also comply with all ADA regulations as well as the latest building code guidelines and local fire department requirements.*

ARTICLE 3: APPROPRIATE FOR HIGH SCHOOL HVAC

To see if the Town will vote to raise and appropriate the sum of $330,000 for extraordinary repairs at the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $330,000 for a period of up to 20 years under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 3 Explanation: *At the May 2000 Annual Town Meeting, $3,050,000 was approved for improvements to the High School HVAC system. An additional $750,000 was appropriated at the February 2001 Special Town Meeting. During the final stages of this project, additional wiring and fire alarm issues arose. The purpose of this article is to bond the additional work to ensure that the project may be included in any future debt exclusion override associated with this project. Any amount bonded will reduce the amount required to be transferred from the Finance Committee Reserve Fund to fund this work.*

ARTICLE 4: APPROPRIATE FOR EXTRAORDINARY REPAIRS TO THE POLICE AND FIRE STATIONS

To see if the Town will vote to raise and appropriate the sum of $750,000 for extraordinary repairs at the Police / Fire stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $750,000 for a period of up to five years, under G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 4 Explanation: Funding for the design of this project was approved at the 2000 Annual Town Meeting. It includes: abatement of lead paint and painting of exterior surfaces; replacement/repair and painting of exterior wood trim and exterior balusters; the replacement of exterior sealant and wall expansion joints; the installation of aluminum windowsill flashing to protect wood sills; miscellaneous repairs to roofing systems; repair of flat roofing sections; repair of masonry walkways and ramps; the installation of exterior trench drains at Station #2 to alleviate water infiltration; and the cleaning of bird debris and installation of a bird netting system to prevent the future accumulation of debris.

ARTICLE 5: APPROPRIATE FOR LIBRARY RENOVATION DESIGN SPECIFICATION FUNDS

To see if the Town will vote to raise and appropriate the sum of $500,000 for design costs related to the Needham Public Library construction, to be spent under the direction of the Permanent Public Building Committee and to meet this appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow up to $500,000 for a period of up to five years, under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Library Trustees
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 5 Explanation: In June 2001 the Needham Public Library was awarded a $3,043,503 Public Library Construction Grant and placed on a "Waiting for Funding" list. The amount requested will enable the Permanent Public Building Committee to move ahead with design development and construction documents and be ready for the bidding process when the waiting list is funded.

ARTICLE 6: APPROPRIATE FOR POLLARD MIDDLE SCHOOL MODULAR CLASSROOMS

To see if the Town will vote to raise and appropriate the sum of $1,712,000 for renovations to the building and for the purchase or lease of modular classrooms at the Pollard Middle School, to be spent under the direction of the Permanent Public Building Committee; and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $1,712,000, for a period up to 15 years, under M.G.L., Chapter 44, Section 7, or take any other action relative thereto.

INSERTED BY: School Committee
FINANACE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 6 Explanation: Due to excessive overcrowding at the Pollard Middle School, the Needham School Committee has accepted the recommendation from its Middle School Task Force for a short-term solution to add ten modular classrooms to the building. In addition, cafeteria expansion work is required to provide additional space for student lunchroom seating. A ramp inside the Pollard Middle School building to the modular classrooms will need to be modified to ensure handicap accessibility.

ARTICLE 7: APPROPRIATE FOR MIDDLE SCHOOL SITE FEASIBILITY STUDY

To see if the Town will vote to raise and appropriate the sum of $100,000 for a Middle School Site Feasibility Study, to be spent under the direction of the Permanent Public Building Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article Not be Adopted

Article 7 Explanation: Due to excessive overcrowding at the Pollard Middle School, the School Committee has accepted a long-term recommendation from its Middle School Task Force to determine location of potential sites, the viability of those sites, the construction costs, and other issues related to the building of a second middle school and/or the renovation / adaptation of existing sites to meet the overcrowding problem. The study would build on the preliminary work that was included in the Kaestle-Boos study.

ARTICLE 8: APPROPRIATE FOR TOWN HALL FEASIBILITY STUDY

To see if the Town will vote to raise and appropriate the sum of $75,000 for a Town Hall Feasibility Study, to be spent under the direction of the Permanent Public Building Committee and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 8 Explanation: The Municipal Building Maintenance Board has proposed the repair and reconstruction of the brick and mortar exterior wall of the Town Hall extending from the second story to above the roofline in the east-facing end of Town Hall (Highland Avenue). The existing wall is bowing out over the exterior handicapped ramp. Estimated costs for the repair and reconstruction work were $250,000. This work was deferred until an analysis of the long-term renovation needs of the Town Hall could be performed. The proposed study would review both the structural integrity of the building and the space needs of the departments housed there, answering at least the question: "What options are available to the Town to renovate the Town Hall, or to renovate the Town Hall in conjunction with other options such as construction of a new office facility, or renovation of another existing municipal building, in order to house Town departments in a convenient, safe, efficient, economical and comfortable setting?"

ARTICLE 9: APPROPRIATE FOR FIRE DEPARTMENT JAWS OF LIFE

To see if the Town will vote to raise and appropriate the sum of $30,000 for a Fire Department Jaws of Life extricating machine; to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 9 Explanation: This request is to replace an obsolete 25 year old Jaws of Life extricating machine for Station 2. The current Jaws of Life recently failed to cut metal at the scene of an overturned truck on Route 128 due to weakness of the tool. The Jaws of Life machine at Station 2 is used for first response to Needham Heights and Route 128.

ARTICLE 10: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend amending the necessary line items in the Fiscal Year 2002 Operating Budget adopted under Article 24 of the Annual Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting to fund same; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 10 Explanation: A summary of this collective bargaining agreement will be provided at Town Meeting if agreement is reached with this Union.

ARTICLE 11: AMEND FY2002 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Operating Budget adopted under Article 24 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts;

Line Item	Appropriation	Changing From	Changing To
110	Tellers/Canvassers/Details	$ 7,901	$ 27,901
212	Finance Committee Reserve	770,358	1,322,087
302	School Department, Purchase of Service	3,350,100	to be determined
401	Police Department, Salaries	3,742,223	to be determined
408	Fire Department, Capital Outlay	700	20,700
508	Municipal Bldg Maintenance Dept, Expenses	292,235	302,235

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

ARTICLE 12: AMEND FY 2002 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under

some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F ½ ;

Line Item	Appropriation	Changing From	Changing To
901	Salaries	$ 748,582	$ 757,321
902	Purchase of Service	253,850	328,850
905	MWRA Assessment	691,708	157,904
907A	Claims Contingency	0	150,000

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen/Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 12 Explanation: The budget adjustment in salaries is to reflect the implementation of a new classification plan adopted at the 2001 Annual Town Meeting. The increase in purchase of service is for an increase in electricity

costs and further testing in an effort to resolve recent calcium carbonate problems. The $533,804 reduction in the MWRA Assessment is due to the construction of the Water Treatment Facility and rehabilitation of the Town's wells. During the previous year, when the plant and wells were not operational, the MWRA assessment was significantly higher. Finally, the Board of Selectmen recommends setting aside a claims contingency fund of $150,000 to provide financial assistance to homeowners who are experiencing problems with calcium carbonate precipitating out of the water supply. The June 30, 2001 estimate of retained earnings is $297,000. The retained earnings target for FY02, based on the Board's policy, is $497,732. The retained earnings shortfall will be recovered over three years, in accordance with the terms of the policy.

ARTICLE 13: AMEND FY2002 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F½ ;

Line Item	Appropriation	Changing From	Changing To
908	Salaries	$ 414,157	$ 424,299
912	MWRA Assessment	4,474,927	4,378,298

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen/Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 13 Explanation: The budget adjustment in salaries is to reflect the implementation of a new classification plan adopted at the 2001 Annual Town Meeting. The reduction in the MWRA Assessment is attributable to the Town's on-going efforts to reduce infiltration and inflow (I/I) into the wastewater system. The June 30, 2001 estimate of retained earning is $650,000. The retained earnings target for FY02, based on the Board's policy, is $1,078,339. The retained earnings shortfall is scheduled to be recovered over the next three years.

Given under our hands at Needham aforesaid this Sixteenth day of October 2001.

John H. Cogswell, Chairman
Gerald A. Wasserman, Vice Chairman
Colleen F. Schaller
William M. Powers
Daniel P. Matthews
Selectmen of Needham

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, MARCH 25, 2002

7:30 P. M.

NEWMAN SCHOOL

CENTRAL AVENUE **NEEDHAM**

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Newman Elementary School in said Town on

MONDAY, THE TWENTY-FIFTH OF MARCH 2002

at seven-thirty o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise, appropriate, and/or transfer a sum of money to the Stabilization Fund, as provided for under M.G.L. Chapter 40, Section 5B as amended; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

ARTICLE 2: ESTABLISHMENT OF NEW ENGLAND BUSINESS CENTER DISTRICT, HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED-USE 128 DISTRICT

To see if the Town of Needham will vote to amend the Zoning By-Law by establishing the New England Business Center District, the Highland Commercial-128 District, and the Mixed Use-128 District consistent with the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, and more specifically as follows:

1. In Section 1.3 Definitions add the following after the term "Accessory Use".

Adult Day Care. A facility offering daytime programs for older adults providing health care and assessment, personal care, social programs, recreational activities, meals and transportation, but not providing overnight or residential accommodations.

2. In Section 1.3 Definitions add the following after the term "Structure".

Telecommunications facility. Facility for the operation, monitoring and maintenance of telecommunications switching equipment, data storage computers, internet connectivity routers, and ancillary equipment.

3. In Section 1.3 Definitions add the following after the term "Trailer".

Uninterrupted Facade Length. As may be required by certain sections of this by-law, the term "uninterrupted facade length" shall mean the maximum horizontal length of a building facade, uninterrupted by a wall plane projection or recess having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade.

4. In Section 2.1 Classes of Districts under the Industrial heading, add the term "NEBC - New England Business Center".

5. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.4 as follows:

3.2.4 Uses in the New England Business Center District

3.2.4.1 Permitted Uses

The following uses are permitted within the New England Business Center District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Professional, business or administrative office, but not including a medical clinic.

d. Bank or Credit Union.

e. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

f. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

g. Radio or television studio.

h. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

i. Telecommunications facility housed within a building.

j. On the ground floor only, consumer, professional and commercial service establishments dealing directly with the general public, business service centers, restaurants, coffee shops, day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2(b) hereof), indoor athletic and exercise facilities, laundry and dry-cleaning pick up stations where processing is done elsewhere, each of the aforementioned establishments or uses comprising less than 2,000 square feet floor area, except that a restaurant may have up to 10,000 square feet floor area by special permit under Section 3.2.4.2(f) hereof; provided that the aggregate floor area of all such establishments on one lot shall not exceed 20% of the total ground floor area of all principal non-accessory buildings on such lot or 10,000 square feet per building, whichever is less.

k. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.4.2 Uses Permitted by Special Permit

The following uses are permitted within the New England Business Center District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.4.1.

d. Hotel.

e. Indoor athletic or exercise facilities.

f. Restaurants containing up to 10,000 gross square feet of floor area in a principal building where such use is accessory to the principal permitted use, is located on the ground floor of the principal building, and is exercised in substitution of those as-of-right uses authorized under Section 3.2.4.1(j) hereof.

g. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.4.1(d) hereof.

h. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.4.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.4.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.8 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the New England Business Center District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

6. Add a new Section 6.8 as follows:

Section 6.8. Intensity of Use Special Permit Criteria for the NEBC, HC-128, and MU-128 Districts.

6.8.1. Applicability

Development in the NEBC, HC-128, and MU-128 districts that seeks a special permit for an increase in the floor area ratio over what is permitted by right shall be subject to the following additional special permit provisions. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

a. In granting a special permit the Planning Board (Board) shall consider all the factors noted in item b. below, and any proposed mitigation measures proposed by the applicant. The Board shall make findings as to whether the benefits, if any, of the proposed project outweigh the costs and adverse impacts, if any, to the Town. If the Board, after considering all factors noted below, finds that the proposal would benefit the Town, the Board may grant a special permit with or without specific conditions.

b. The Board, at a minimum, shall examine the following factors:

- The ability of existing public infrastructure to adequately service the proposed facility without negatively impacting existing uses, including but not limited to, water supply, drainage, sewage, natural gas, and electric services.

- Impact on traffic conditions at the site, on adjacent streets and in nearby neighborhoods, including the adequacy of roads and major intersections to safely and effectively provide access to and from the areas included in the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001 (District Plan), and the areas immediately adjacent to said areas.

- The environmental implications of the proposal and the relationship of the proposal to open space and conservation plans adopted by the Town.

- The short and long term fiscal implications of the proposal to the Town of Needham.

- The consistency of the project with the goals of the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001, as set forth in the document titled "Goals of the June 2001 New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan", as adopted by the Planning Board on December 11, 2001(Goals of the District Plan).

c. Consistent with Massachusetts Law, the Board, pursuant to regulations duly promulgated by the Board, may require the applicant to provide financial assistance so that the Board may hire professionals to assist it in the review of any factors noted in items b. and c. above.

d. Traffic Improvement Fee. The Board shall determine how many additional square feet of development, above those allowed by right, will be created by the grant of the special permit under this Section 6.8. Applying the Needham Zoning Bylaw Section 5.1.2. Required Parking, the Board shall determine the appropriate number of off-street parking spaces required to service that portion of the development which exceeds that permitted by right. The Board shall then require payment of a one time Traffic Improvement Fee (Fee) of $1,500 for each such parking space. Said fee shall be paid by the applicant or the applicant's designee to the Town and shall be placed in a special revenue account entitled "Traffic Mitigation Fund" to be used for the purpose of addressing long term traffic improvements clearly related to and directly benefitting the uses within the area covered by the District Plan. The area covered by the District Plan is defined as follows: the districts themselves, the intersections of Kendrick Street and Hunting Road, all portions of the existing intersection of Interstate Route 95 and Highland Avenue, the intersection of Highland Avenue and Needham Street, Highland Avenue between Interstate Route 95 and the city of Newton line, Kendrick Street from the intersection with Hunting Road to the city of Newton line, and any planned or proposed intersection on Interstate Route 95 directly servicing the business zoning districts included in the District Plan.

e. Payment of Traffic Improvement Fee (Fee). The applicant may pay the entire Traffic Improvement Fee prior to receipt of the building permit for the project. In the alternative, the applicant may pay in two installments: half prior to receipt of the building permit for the project, and the other half prior to receipt of the occupancy permit for the project, provided, however, that interest on the second installment will accrue at 12% per annum from the date of payment of the first installment and must be paid with the second installment.

f. Site mitigation. The payment of the Fee shall not exempt developers from any on-site or access-related traffic improvements required by the special permit, or the site plan review process, and any conditions resulting from said process. Further, payment of the Fee shall not exempt any developer from any costs associated with providing other forms of infrastructure improvements, such as water, sewer, or drainage improvements, in order to provide safe and efficient use of the site.

g. The Planning Board shall have the discretion to require at least one or more Transportation Demand Management (TDM) programs to reduce AM peak hour volumes, as listed below:

- Provide staggered work hours (one hour increments) for at least 10% of the non-management work force.

- Provide preferential parking locations for all employees arriving in a car pool comprised of at least two licensed drivers.
- Provide a cash incentive for all car pools of two or more licensed drivers. Said incentive shall be at least 40 dollars per month per car pool.
- Provide a shuttle or van service to and from public transportation terminals. Said service must have the capacity to accommodate at least 10% of the employees on the largest shift.
- Provide a work at home option for at least one day per week for at least 10% of the total work force.
- Provide subsidized public transportation passes of at least 20% of the monthly pass cost.
- Other programs designed by the applicant and approved by the Planning Board in lieu of or in addition to those listed above.

All TDM plans shall be submitted to the Planning Board as part of the special permit review process relative to this section, i.e., section 6.8. All TDM plans shall be subject to review by the Planning Department every two (2) years for compliance with previously approved TDM program terms and measures. At said time, if a particular TDM program is not being properly implemented, the applicant may revise said TDM program, and the Planning Board may make revisions to maintain or improve its effectiveness. However, to meet the requirements of the special permit all projects must maintain the minimum number of TDM programs required by the Board as long as the development in question is operating under a special permit.

7. Add a new Section 4.8 as follows:

4.8 Dimensional Regulations for NEBC

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (4) (5)	Side Setbacks (Ft.) (3) (5)	Rear Setback (Ft.) (3)(5)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (8)	Floor Area Ratio (6) (7)
40,000	100	20	20	20	68	50%	0.40

(1) No buildings shall exceed a height of 68 feet. Further, all buildings within 350 feet of a river or a lake shall be limited to a height of 54 feet. In no instance shall any building exceed 41 feet in height unless it is more than 350 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 50% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 60%.

(3) No side or rear setback is required for shared parking structures between adjoining properties.

(4) A 30-foot front yard setback must be maintained for structured parking.

(5) A 50-foot setback must be maintained from any General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(6) A floor area ratio of up to 1.1 may be allowed by a special permit from the Planning Board. See Section 6.8. Further, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.

(7) The calculation of floor area in determining floor area ratio shall not include parking areas or parking structures.

(8) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the NEBC district.

4.8.1 Supplemental Dimensional Regulations for New England Business Center.

(1) Parking structures and surface lots may not be located within 50 feet of the intersection of the exterior street lines of a corner lot or fronting on public parks.

(2) All surface parking shall be located to the side or rear of the principal building(s). A landscaped buffer area, except for approved access ways and walkways, at least 20 feet in width as measured from the layout of the roadway providing frontage, shall be established along the street frontage. The buffer area shall be planted with grass, medium height shrubs, and trees. Where appropriate, street trees shall be planted at least every 40 feet along the frontage. Not withstanding the provisions of this subsection, the Planning Board may permit a limited number of parking spaces (not more than 2% of total off-street parking required or not more than six spaces, whichever is less) for short term drop-off parking purposes at the main entrance of the building, if the Planning Board finds that the overall facade design, site plan, and operational characteristics of the facility will be improved thereby.

(3) If a separate structure, any parking structure must be located a minimum of 20 feet from adjacent buildings. However, parking structures may be attached to the primary building they are servicing if all fire and safety regulations are met.

(4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(6) Maximum uninterrupted facade length shall be 300 feet, or 200 feet if within 350 feet of a General Residence district zoning boundary, a river, or a lake.

4.8.2 Floor Area Ratio, Incentives

In the New England Business Center District the maximum floor to area ratio (FAR) permitted by right shall be 0.4. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one-half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet of development. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes and said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall also be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for the purpose of calculating lot coverage.

8. Add new language to Section 7.4.2 Definitions (Site Plan Review) by adding the following paragraph after the paragraph starting with the term "In the Medical Overlay District..." as follows:

In the New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts a MAJOR PROJECT is any construction project that involves: the construction of 10,000 or more square feet gross floor area, an increase in gross floor area of 5,000 or more square feet, or any project that results in the creation of 25 or more new off-street parking spaces. A MINOR PROJECT is any construction project that involves the construction of more than 2,500 but less than 10,000 square feet gross floor area, an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet, and the project cannot be defined as a Major Project. Further, projects that require a building permit under the Massachusetts State Building Code, but which are not related to construction projects previously reviewed by the Design Review Board as "Major" or "Minor Projects" under Section 7.4 site plan review, shall be reviewed by the Design Review Board.

9. Add a new sentence to Section 7.7.2.2 Authority and Specific Powers as follows: In the second paragraph after the term Neighborhood Business District add the following terms, New England Business Center District, Highland Commercial-128 District and Mixed Use-128 District.

10. Add the following in Section 7.6.1 Special Permit Granting Authority; add the term 6.8 after the term 6.6 in the first sentence.

11. In Section 2.1 Classes of Districts add the term "HC-128 - Highland Commercial-128" after the phrase NB-Neighborhood Business under the heading Commercial.

12. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.5 as follows:

3.2.5 Uses in the Highland Commercial-128 District

3.2.5.1 Permitted Uses

The following uses are permitted within the Highland Commercial-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Professional, business or administrative office, but not including a medical clinic.

g. Bank or Credit Union.

h. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes but not the manufacture of finished products. Not allowed on the first floor.

i. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.2 Uses Permitted by Special Permit

The following uses are permitted within the Highland Commercial-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.5.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Laundry or dry-cleaning pick-up station with processing done elsewhere.

f. Equipment rental service but not including any business that uses outside storage.

g. Hotel.

h. Restaurant serving meals for consumption on the premises and at tables with service provided by waitress or waiter.

i. Take-out operation accessory to the above restaurant.

j. Take-out food counter as an accessory to a food retail or other non-consumptive retail establishment.

k. Retail sales of ice cream, frozen yogurt and similar products for consumption on or off the premises.

l. Take-out establishment primarily engaged in the dispensing of prepared foods to persons carrying food and beverage away for preparation and consumption elsewhere.

m. Fast-food establishment offering over-the-counter sale of on/off premises prepared food or beverage primarily intended for immediate consumption and prepared in such a manner to be readily eaten from easily disposable containers.

n. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

o. Indoor athletic or exercise facilities.

p. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.5.1(g) hereof.

q. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

r. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.5.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.5 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Highland Commercial-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

13. Renumber the current 4.5 Dimensional Requirements for Industrial and Industrial Park Districts to 4.6; further renumber 4.6, Special Conditions to 4.7, renumber 4.7 Dimensional Regulations for Industrial-1 District to 4.10, and make all appropriate changes to the subsections.

14. Add a new Section 4.5 as follows:

4.5 Dimensional Regulations for Highland Commercial-128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (1)(6)	Rear Setback (Ft.) (1)(6)	Maximum Height (Ft.) (3)	Maximum Lot Coverage (2) (7)	Floor Area Ratio (4)(5)
15,000	100	5	10	10	54	80%	0.30

(1) No side or rear setback required for shared parking structures between properties.

(2) A minimum of 10% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(3) No buildings shall exceed a height of 54 feet, with one exception. Buildings within 350 feet of Route 128 may reach a height of 68 feet. Provided, however, that no building shall exceed 41 feet in height unless it is more than 150 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(4) A floor area ratio up to 1.5 may be permitted subject to a special permit from the Planning Board. See Section 6.8.

(5) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(6) A 50-foot setback shall be required from a General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Highland Commercial-128 district.

4.5.1 Supplemental Dimensional Regulations

(1) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Parking structures must be located at least 20 feet from adjacent buildings, but may be attached to the building they are serving if all fire and safety regulations can be met.

(2) All surface parking shall be located to the side or rear of the building.

(3) First-floor businesses shall have individual entrances accessed from the exterior of the building, except by special permit to be granted by the Planning Board in cases where such requirements would restrict redevelopment of an existing building.

Building entrances providing access to first and upper level floor space shall be available from one or more of the streets on which the building fronts. The primary building entrance must be from Highland Avenue, unless the premises do not have frontage on Highland Avenue, or unless lot configuration makes it impractical to place all individual entrances on that street.

(4) Maximum uninterrupted facade length shall be 300 feet; if within 350 feet of a General Residence zoning district or river the uninterrupted facade length may not exceed 200 feet.

4.5.2 Floor Area Ratio, Incentives

In the Highland Commercial-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed two additional square feet of gross floor area by right for every square foot of land used for roadway right of way purposes, up to a maximum of 15,000 additional square feet. Any additional roadway areas provided by the developer shall be deemed as part of total lot area for FAR calculation purposes. Said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage.

15. In Section 2.1 Classification of Districts, add the term "MU-128 - Mixed Use-128" after the phrase NEBC-New England Business Center under the Industrial heading.

16. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.6 as follows:

3.2.6 Uses in the Mixed Use-128 District

3.2.6.1 Permitted Use

The following uses are permitted within the Mixed Use-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Laundry or dry cleaning pick-up station with processing done elsewhere.

g. Professional, business or administrative office, but not including a medical clinic.

h. Bank or Credit Union.

i. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

j. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

k. Radio or television studio.

l. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

m. Telecommunications facility housed within a building.

n. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.6.2 Uses Permitted By Special Permit

The following uses are permitted within the Mixed Use-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.6.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Equipment rental service but not including any business that uses outside storage.

f. Hotel.

g. Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

h. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

i. Indoor athletic or exercise facilities

j. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.6.1(h) hereof.

k. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.6.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.6.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.9 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Mixed Use-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

17. Add a new section 4.9 as follows:

4.9 Dimensional Regulations for Mixed-Use 128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (3)	Rear setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
10,000	100	5	10	10	54	60%	0.30

(1) All buildings shall be limited to a height of 54 feet, except that, buildings within 350 feet of Route 128 shall be permitted to be 68 feet, if front and side setbacks are increased to 20 feet. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 60% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 70%.

(3) No side or rear yard is required for shared parking structures between adjoining properties.

(4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) A floor area ratio up to 1.5 may be allowed by special permit from the Planning Board. See Section 6.8.

(6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Mixed-Use 128 district.

4.9.1 Supplemental Dimensional Regulations

(1) Parking structures and surface parking lots may not be located such that they front on public parks.

(2) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements can be met.

(3) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(4) Maximum uninterrupted facade length shall be 300 feet. However, for buildings within 350 feet of a General Residence district zoning line or river, the uninterrupted facade length shall not exceed 200 feet.

4.9.2 Floor Area Ratio, Incentives

In the Mixed Use-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes, and shall be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for purposes of calculating lot coverage.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 2 Explanation: Article 2, in combination with Article 3, proposes three new zoning districts designed to address the specific needs and objectives of the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas. Article 2 lays out the regulatory framework for each of the proposed new districts while Article 3 describes the geographical boundaries for each new district. Under the proposed new zoning, the Board proposes to allow developers to build less, as a matter of right, than they can now build.

The proposed zoning amendments will result in more attractive buildings, far more open and green space than currently exists, significant environmental benefits, revenues to pay for roadway system improvements, and increased tax revenue for the Town.

The proposed zoning amendments should be viewed as part of a long-term plan for the business center. The pace of development will be gradual. With each new development proposal, the Planning Board will hold public hearings, and conduct its special permit review taking into consideration existing and projected traffic conditions. The Board will not grant special permits if the roadway system cannot handle the projected usage.

Under the current zoning by-law the Planning Board cannot deny a site plan special permit simply because the project will generate additional traffic on nearby roadways and residential streets. In addition, our authority to impose off-site mitigation measures which are not directly linked to the project's impact is quite limited.

The special permit provisions contained in the proposed zoning amendments will give the Planning Board and the Town far more control over development than presently exists. The Board will review construction proposals for consistency with the business center plan and will weigh benefits against adverse impacts, including traffic, and will have the authority to deny special permits if appropriate.

Originally designed as a model industrial park, the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas have attracted significant new office development in recent years due to their proximity and access to Route 128. In an era when corporate offices and research facilities seek attractively landscaped sites with a variety of amenities and services, the current zoning encourages large, low buildings with extensive surface parking and very little open space. In addition, the small parcel sizes in the Wexford/Charles Street area make it difficult to create significant new development under the existing zoning. This mismatch between zoning regulations and market conditions has resulted in piecemeal redevelopment on a parcel-by-parcel basis. In sum, the current zoning has prevented the New England Business Center from achieving its full potential as a high-quality mixed-use office park that responds to current real estate market opportunities. In order to encourage higher-density development that maintains acceptable levels of traffic, maximizes fiscal benefits to the town, and creates a more attractive public environment, the existing zoning is proposed to be updated to reflect public aspirations for the area and current economic conditions.

Current zoning does not provide any mechanism for linking new development to traffic and site improvements. Under current zoning, the Town has very little authority to deny permits for new as of right development. If the current zoning is not amended, approximately 600,000 square feet of new development may occur over the next five to ten years. The Town will not be able to prevent this development in spite of the additional traffic impact that would occur. At the same time, the Town does not have sufficient financial resources to pay for necessary traffic improvements. In order to address these problems, including the large volume of regional traffic affecting the site and adjacent neighborhoods, new development must be linked to funding for traffic improvements. In particular, dedicated funding is required to expedite the construction of the Route 128 Add-a-lane project in Needham, which would include a new interchange at Kendrick Street. This project, which will not be completed in the near term without additional funding from new development, is the single most important measure that can be taken to improve local traffic conditions, keep commuter traffic off neighborhood streets, and unlock additional development capacity on the site.

The articles have six key components, described in greater detail below, that are designed to achieve the public vision for the area.

Zoning District Designation

Three new zoning districts designed to address the specific needs of the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas are proposed. Each district has unique character and market potential based on the existing land use mix, lot sizes and property ownership patterns. The proposed new districts are as follows:

New England Business Center (NEBC): This district is bounded by Route 128 to the west, Cutler Lake to the south, the Charles River to the east, and the rear lot line of properties on Highland Avenue to the north. The NEBC district has the same zoning boundaries as the previous Industrial Park district.

Highland Commercial-128 (HC-128): This district includes all properties fronting on Highland Avenue between Route 128 and the Charles River. The district boundary typically follows the rear lot lines of properties along Highland Avenue, to a depth of 100 to 200 feet on either side of the public right-of-way. The HC-128 district has the same zoning boundaries as the previous Business district.

Mixed Use-128 (MU-128): This district is bounded by Route 128 to the west, the rear lot line of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. The MU-128 district has the same zoning boundaries as the previous Industrial district.

Permitted Uses

The permitted uses for each district are summarized below.

NEBC: The overall objective for this area is to create a high-quality office park with a campus-like character. The district is primarily zoned for office development, with supporting restaurant, retail and service uses permitted to serve nearby businesses. Large-scale destination retail is not allowed in the NEBC district. Permitted uses as of right include offices and banks, research and development facilities, and telecommunication facilities. Retail uses permitted as of right include restaurants, business service centers, coffee shops, recreation/health facilities, day care, and similar uses, if the use contains less than 2,000 square feet and does not occupy more than 20 percent of the total ground floor area or 10,000 square feet per building (whichever is less). In instances where there are multiple buildings on one lot, such as a corporate campus, the total allowable area may be combined for the uses noted above and may be permitted in any or all of the principal buildings or combined into one or more of the principal buildings. One of the benefits of providing retail and services on site is a reduction in the number of daily vehicle trips, as employees can go to lunch and run errands without leaving the immediate area.

HC-128: The overall objective for this area is to create an attractive commercial street serving local employees and residents. The HC-128 district is zoned for commercial uses, including offices, research and development facilities, retail, restaurants and services. Retail uses containing less than 10,000 square feet are permitted by right with retail uses containing more than 10,000 but less than 25,000 square feet requiring a special permit.

MU-128: The overall objective for this area is to create a lively mixed-use center that encourages pedestrian activity. The MU-128 district is zoned for a broad mix of uses, including offices, research and development facilities, retail, restaurants and services, and light industrial use.

Density and Dimensional Requirements

Each district has different density and dimensional requirements, based on the desired scale and character of future development. Within each district, the specific requirements vary according to location and proximity to features such as the Charles River, Cutler Lake, Route 128, and the General Residence District off Highland Avenue.

New England Business Center (NEBC): The density and dimensional regulations for the NEBC district are designed to accommodate office development, with greater height and more open space than current zoning allows. Increasing the height limit will make it more feasible to develop structured parking, thereby reducing the amount of paved surface and increasing the amount of green space. In addition to creating a more attractive site, the additional green space associated with taller buildings will contribute to reducing storm water runoff.

Height
The standard height limit for the NEBC district is 68 feet. Buildings within 350 feet of a General Residence zoning district boundary are limited to 41 feet, to mediate the transition in scale from smaller dwellings to larger commercial structures. Within 350 feet of the river and/or lake, buildings may not be more than 54 feet.

Lot Coverage
The maximum lot coverage in the NEBC district is 50 percent.

Floor Area Ratio
One additional tool to regulate density is Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the NEBC district, the maximum as of right FAR is 0.4. For projects receiving a special permit, the FAR may be no more than 1.1. However, to encourage low traffic generation uses, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above). Part of the reason for this is that parking structures count toward lot coverage, effectively reducing the ground area that is available for the main building. As a general rule, parking structures for office development need a footprint of approximately the same size as the building itself. Thus, on a lot developed to maximum density where the maximum lot coverage is 50 percent, approximately 25 percent of the lot will be dedicated to a parking structure.

Minimum Lot Size
To encourage the assembly of sufficiently large parcels for redevelopment, the minimum lot size is 40,000 square feet (slightly less than one acre).

Setbacks
Front, rear, and side yard setbacks in the NEBC district are 20 feet. A 50-foot setback is required from General Residence zoning district boundaries. However, the Planning Board may grant a special permit to reduce the setback from a General Residence zoning district line, provided the resulting setback is not less than 20 feet.

Parking
The proposed zoning includes specific regulations designed to mitigate the visual impact of parking structures. In the NEBC district, parking structures are subject to a 30-foot front yard setback. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. In addition, parking structures may not be located on corners or fronting on public parks. Surface parking may only be located to the side or rear of the principal building except that up to six spaces for short-term drop-off parking purposes at the main entrance of the building may be permitted by special permit from the Planning Board. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
As commercial floor plates have increased in size, building facades have become correspondingly longer. These long facades are often visually monotonous, and prevent good visual and pedestrian connections across the site. The new Parametric buildings on Kendrick Street, for example, have 500 and 700-foot long facades, longer than many city blocks. To prevent this type of development pattern in the future, the proposed zoning requires a maximum uninterrupted facade length of 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance.

Highland Commercial-128 (HC-128): The density and dimensional regulations for the HC-128 district are designed to accommodate a range of commercial office, retail, restaurant, and service uses. To encourage the redevelopment of smaller lots, the zoning permits greater density and lot coverage than in the NEBC district.

Height
The standard height limit for the HC-128 district is 54 feet. Buildings within 150 feet of a General Residence zoning district boundary are limited to 41 feet, to mediate the transition in scale from smaller dwellings to larger commercial structures. Within 350 feet of Route 128, 68 feet is permitted consistent with the larger scale of the highway.

Lot Coverage
The maximum lot coverage in the HC-128 district is 80 percent. A minimum of 10 percent of the lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

Floor Area Ratio
One additional tool to regulate density is Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the HC-128 district, the maximum as of right FAR is 0.3. For projects receiving a special permit, the FAR may be no more than 1.5. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above).

Minimum Lot Size
To encourage the assembly of sufficiently large parcels for redevelopment, the minimum lot size is 15,000 square feet (approximately one-third of an acre).

Setbacks
The front setback in the HC-128 district is five feet, and the rear and side yard setbacks are 10 feet. The front setback is designed to encourage lively and active street frontage by bringing buildings closer to the sidewalk. A 50-foot setback is required from General Residence zoning district lines. However, the Planning Board may grant a special permit to reduce the setback from a General Residence zoning district line, provided the resulting setback is not less than 20 feet.

Parking
In the HC-128 district, all parking structures fronting on a public street are required to have active ground floor uses such as shops, restaurants, or cafés. This requirement however, may be waived the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. In addition, all surface parking must be located to the side or rear of the principal building. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
In the HC-128 district, the maximum uninterrupted facade length is 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance, except by special permit to be granted by the Planning Board where such requirements would restrict redevelopment of an existing building.

Mixed Use-128 (MU-128): The density and dimensional regulations for the MU-128 district are designed to accommodate a mix of commercial uses and create a lively pedestrian environment. To encourage the redevelopment of smaller lots, the zoning permits greater density and lot coverage than in the NEBC district.

Height
The standard height limit for the MU-128 district is 54 feet. Within 350 feet of Route 128, 68 feet is permitted consistent with the larger scale of the highway. Front and side yard setbacks are required to be 20 feet. This will create a substantial gap between buildings and open up views into the site.

Lot Coverage
The maximum lot coverage in the MU-128 district is 60 percent. A minimum of 20 percent of the lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

Floor Area Ratio
One additional tool to regulate density is the Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the MU-128 district, the maximum as of right FAR is 0.3. For projects receiving a special permit, the FAR may be no more than 1.5. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above).

Minimum Lot Size
The minimum lot size is 10,000 square feet (slightly less than a quarter of an acre).

Setbacks
The front setback in the MU-128 district is five feet, and the rear and side yard setbacks are 10 feet. The front setback is designed to encourage lively and active street frontage by bringing buildings closer to the sidewalk.

Parking
In the MU-128 district, parking structures and surface lots may not be located fronting on public parks. All parking structures fronting on a public street are required to have active ground floor uses such as shops, restaurants, or cafés. This requirement however, may be waived the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
In the MU-128 district, the maximum uninterrupted facade length is 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance.

Incentives to Create Public Benefits
The proposed zoning includes a variety of incentives for business owners to create public benefits such as new roads and open space. Since most of the area is under private ownership, these improvements will only occur if property owners choose to take advantage of these incentives. At the same time, there is a common recognition that new roads and open space would benefit all businesses in the park, and significantly increase value for adjacent sites. The specific incentives to create new roads and open space in each of the three districts are described below.

NEBC: In this district, property owners would receive a FAR bonus of 1.5 square feet by right for every one foot dedicated to public open space or roads, up to a maximum of 15,000 square feet of development. Any easement providing for open space or additional roadways would be counted as part of the total lot area for purposes of calculating FAR. Any easement provided for open space would be counted as a landscaped area for purposes of calculating lot coverage. In addition, if a project is designed so that at least 65 percent of the required landscaped area immediately abuts at least 65 percent of the required landscaped area of an adjoining project, the maximum lot coverage may be increased to 60 percent.

HC-128: In this district, property owners would receive a FAR bonus of two square feet by right for every one foot dedicated to public roads, up to a maximum of 15,000 square feet of development. Any easement providing for roadways would be counted as part of the total lot area for purposes of calculating FAR.

MU-128: In this district, property owners would receive a FAR bonus of 1.5 square feet by right for every one foot dedicated to public open space or roads, up to a maximum of 15,000 square feet of development. Any easement providing for open space or additional roadways would be counted as part of the total lot area for purposes of calculating FAR. Any easement provided for open space would be counted as a landscaped area for purposes of calculating lot coverage. In addition, if a project is designed so that at least 65 percent of the required landscaped area immediately abuts at least 65 percent of the required landscaped area of an adjoining project, the maximum lot coverage may be increased to 70 percent.

Special Permit Fees

In order to create a direct link between new development and traffic improvements, the proposed zoning includes a special permit fee to be assessed for all new development above the as of right FAR. For every parking space above those that are associated with the as of right portion of the development, the Town will assess a special permit fee of $1,500. What follows is an example of how the fee is calculated:

In the NEBC district, the as of right FAR is 0.4. For a proposed development of 110,000 square feet on a 100,000 square foot lot, the FAR would be 1.1. The difference between the as of right FAR of 0.4 and the special permit FAR of 1.1 is 70,000 square feet. For most types of commercial development, the Needham Zoning Bylaw requires a minimum of one parking space for every 300 square feet. Thus the additional square footage above the as of right FAR would require approximately 233 parking spaces. The special permit fee would therefore be $349,500 (233X$1,500).

The special permit fee is paid into a Traffic Mitigation Fund, to be used by the Town to implement long-term traffic improvements in the study area. Payment of the fee does not exempt developers from on-site, off-site or access-related traffic improvements required as a condition of the special permit. In addition, payment of the fee does not exempt developers from costs associated with other infrastructure improvements, such as water, sewer, and drainage.

The developer may choose to pay the entire fee upon receiving the building permit, or may choose to make two equal payments as follows: payment one upon receiving the building permit, payment two upon receiving the occupancy permit. A developer may also choose to prepay the entire fee at any time.

Traffic Mitigation Fund

The Traffic Mitigation Fund, to be established as part of this zoning proposal, would create a dedicated funding source for traffic improvements in the study area. The Fund would primarily be supported by special permit fees associated with new development, as described above. Expenditures from the Fund require a vote of Town Meeting, after receiving recommendations from the Board of Selectmen and advice from the Finance Committee. Private individuals or groups may also donate money to the Fund to be used for the same purposes and under the same restrictions as the special permit fees. The Town of Needham may also transfer public monies into the Fund to expedite traffic

improvements. The Town Treasurer will be the custodian of the Fund, and may deposit the proceeds in a bank or invest all or part of the Fund.

All special permit fees deposited into the Fund will remain in the Fund for a period not to exceed 20 years. If the fee has not been expended and is not contracted to be expended within this time, the money will be refunded to the appropriate parties.

ARTICLE 3: MAP CHANGE TO NEW ENGLAND BUSINESS CENTER DISTRICT, HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED-USE 128 DISTRICT

To see if the Town will vote to revise the Zoning Map as follows:

1. Place in the New England Business Center District (NEBC) all that land now zoned Industrial Park and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Cutler Lake and south of the present district boundaries along Highland Avenue. The NEBC district follows the same zoning boundaries as the previous Industrial Park District and is bounded and described as follows:

   Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway known as Route 128 (Interstate Route 95) and a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running easterly by said parallel line to the point of intersection with the centerline of Second Avenue, thence running northwesterly by the centerline of Second Avenue to the point of intersection of a line radial to northerly lot corner of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said radial line to the easterly sideline of Second Avenue, thence running by the northerly lot line of said Lot 4 on three courses, thence turning and running southeasterly and easterly on the easterly most lot lines of Lots 29 & 30, as shown on Land Court Plan 24606E, to its point of intersection with the centerline of a 40 ft. way, thence turning and running northeasterly by said centerline to a point of intersection with a line being the end of the 1951 acceptance of Highland Terrace; thence turning and running easterly by the end of Highland Terrace to the point intersection with northeasterly lot line of Lot 6 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 468 of 1994, thence turning and running southeasterly a distance of 78.11 ft. to a point, thence turning and running easterly a distance of 84.93 ft. to a point the last two courses being by said Plan 468 of 1994, then continuing and running easterly 79.35 ft., northerly 548.80 ft., easterly 123.33 ft., southerly 1053.17 ft. and southwesterly 157.19 ft., all as shown on Lot 5 of Land Court Plan 29185 A-2, to a point of curvature at the end of the westerly sideline of the 1962 acceptance plan of Fourth Avenue, thence turning easterly and perpendicular to the last course and running to the centerline of said Fourth Avenue, thence turning and running southerly and southeasterly by said centerline to the point of intersection of the centerline of Kendrick Street, thence turning and running easterly by the centerline of said Kendrick Street to a point of intersection with the northerly projection of the easterly lot line of Lot 2 as shown on Land Court Plan 29360A, thence turning and running to the southerly sideline of Kendrick by said projection and continuing running by the easterly lot line of said Lot 2 to a point, thence turning and running westerly, by the southerly lot lines of Lots 2, 4, 1 and 3 to a point of intersection with the easterly sideline of the Circumferential State Highway, thence turning and running by said easterly sideline northerly to the point of beginning.

2. Place in the Mixed Use-128 District (MU-128) all that land now zoned Industrial and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River southeast of the MBTA right-of-way centerline and northwest of the present district boundaries along Highland Avenue. The MU-128 district follows the same zoning boundaries as the previous Industrial District located east of Route 128 and southeast of the MBTA right-of-way and is bounded and described as follows:

   Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline

of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.

3. Place in the Highland Commercial-128 District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Highland Avenue and south of the present Industrial District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the north side of Highland Avenue and is bounded and described as follows:

   Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.

4. Place in the Highland Commercial-District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River south of Highland Avenue and north of the present Industrial Park District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the south side of Highland Avenue and is bounded and described as follows:

   Beginning at the point of intersection of a line running parallel to and 200 feet southerly of the southerly sideline of Highland Avenue and the easterly sideline of the Circumferential State highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of the centerline of Highland Avenue, thence running easterly by said centerline of Highland Avenue to the centerline of the Charles River, thence running south by said centerline of the Charles River to the intersection of a line 100 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running westerly by said parallel line to the intersection of the centerline of Highland Terrace, thence running southeasterly by the centerline of Highland Terrace to the point of intersection of the projection of a line being the easterly most course of the northerly line of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said line and the remaining courses of said Lot 4 to its intersection with the easterly sideline of Second Avenue, thence turning and running radially to the point of intersection with the centerline of Second Avenue, thence turning and running southeasterly by said centerline to a point of intersection with a line 200 ft. southerly from and parallel to the southerly sideline of Highland Avenue, thence from said intersection running

westerly by a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 3 Explanation: This article describes the geographical boundaries of the New England Business Center District (NEBC), Mixed Use-128 District (MU-128), and Highland Commercial-District (HC-128).

The New England Business Center (NEBC) is bounded by Route 128 to the west, Cutler Lake to the south, the Charles River to the east, and the rear lot line of properties on Highland Avenue to the north. The NEBC district has the same zoning boundaries as the previous Industrial Park district.

The Highland Commercial-128 (HC-128) district includes all properties fronting on Highland Avenue between Route 128 and the Charles River. The district boundary typically follows the rear lot lines of properties along Highland Avenue, to a depth of 100 to 200 feet on either side of the public right-of-way. The HC-128 district has the same zoning boundaries as the previous Business district.

The Mixed Use-128 (MU-128) district is bounded by Route 128 to the west, the rear lot line of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. The MU-128 district has the same zoning boundaries as the previous Industrial district.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this twenty-sixth day of February 2002.

John H. Cogswell, Chairman
Gerald A. Wasserman, Vice Chairman
Colleen F. Schaller
William M. Powers
Daniel P. Matthews

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02192

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN.: SPECIAL TOWN MEETING WARRANT

TOWN OF NEEDHAM
MASSACHUSETTS
2002 Annual Town Meeting Warrant

ELECTION.....Monday, April 8, 2002
Business Meeting at 7:30 P.M. on Monday, May 6, 2002
at the Newman School

NOTICE TO NEEDHAM VOTERS

Due to the uncertain financial times, the Board of Selectmen has voted to defer articles relating to capital expenditures to a Special Town Meeting called for November 13, 2002. To that end, this Annual Town Meeting Warrant differs from those in the past.

Typically, this Warrant would contain 30 to 40 articles to fund capital items such as vehicles, roads and intersections, water and sewer improvements, building and roof repairs, computer equipment, and the like.

The fiscal year 2003 budget has been balanced by reducing service delivery in some areas, and by eliminating all deferrable capital expenditures. In the event that additional funds become available, the Town Meeting will be presented with a warrant of capital expenditure items in November, 2002.

Town Boards and Committees are continuing to evaluate new sources of revenue and cost cutting measures. Although we recommend the course of action described in this letter, we are concerned that by delaying the maintenance of buildings, roads, water and sewer lines, and other infrastructure, the Town may be creating a more significant and costly problem down the road.

We urge you to read the Report of the Finance Committee contained on page 1 of this Warrant for a more in-depth analysis of the Town's financial situation.

Board of Selectmen

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91st REPORT OF THE FINANCE COMMITTEE (MARCH 2002)

Each year the Finance Committee is required by law to prepare for Town Meeting a budget that balances expenditures with projected revenues. This year that task has been particularly difficult because of declining local revenues (New Growth and Free Cash) and the potential for a significant decrease in state revenues to the Town. Nonetheless, for the fifth consecutive year, projected revenues are sufficient to fund all department operating budgets on a "level funded" basis; however, funds were not available to fund level service requests with the exception of funding a portion of the School Department's level service request. The Finance Committee faced difficult choices regarding the allocation of available projected revenue against competing operational needs of the Town. The demands for operational funds were so significant that as a result of the action of the Board of Selectmen the Capital Warrant Articles are being deferred to a planned Special Town Meeting in November 2002. It is a sensitive balance to support the services of the Town provided by funding the operating budget, while at the same time not allowing the infrastructure and capital needs (roads, town buildings, vehicles and faculties) to suffer. The capital needs of the Town are for the moment being deferred, but cannot be long deferred. In the absence of additional revenues or changes in the rate of salary and benefit increases, reductions in the operational budget that result in reductions of services will be necessary in the next fiscal year or two.

The Finance Committee considered several requests this year, which, although deserving, are unable to be recommended due to budgetary constraints.

Revenue

As of this writing, the total projected revenue available for appropriation to fund FY03 operating budgets is $69,425,439.00. This amount represents a $1,518,237.00 (2.236%) increase from FY02 revenues available at the Annual Town Meeting, centered mainly in a 5.48% growth from the property tax levy ($52,944,467.00), but net of a 47% decrease in the New Growth estimate. It is net of decreases in state aid of $65,766.00 and in our undesignated fund balance (free cash) of $523,205.00. (It is important to note that the Chairman of the House Ways and Means Committee has advised all municipalities to assume up to a ten percent (10%) decrease in state aid (exclusive of lottery revenues) which, at this time, would decrease the Town's FY03 projected revenue by over $521,000, according to the Town Director of Finance).

FY03 Operating Budget Overview

The Town's total operating budget is divided into two areas: Town wide Expenses and Departmental Budgets. Town wide Expenses (19.7% of the total operating budget) are costs not attributable to one specific department, and include Health and General Insurance, Contributory and Non-Contributory Retirement, Workmen's Compensation, Debt Service, Street Lighting, MBTA Commuter Parking, Glover Hospital Liability and the assessment for the Minuteman Regional High School. Departmental Budgets can be segmented into two categories: (1) Schools (47.04% of the Town's operating budget) and Other Departments (33.25%). Town wide Expenses have increased 25.8% ($2,718,139.00) since FY00, derived mainly from increases in the cost of Heath Insurance ($1,879,000.00), maturing bonds and interest ($964,798.00). Note that health insurance costs for retired Town employees which were funded by Article 19 of the Annual Town Meeting for FY02 are being included as Town wide expenses in FY 03. The amount of $380,000.00 proposed for this item FY03 is the same as that funded in FY02. (This $380,000.00 is not included in the numbers set out above in this paragraph.) The dramatic increase of Town wide Expenses is noteworthy since it requires a larger share of the Town's revenues.

As for the Department Budgets, as in past years, the Finance Committee requested that all departments submit a "level funded" budget request in addition to amounts necessary for "level service" and a prioritized list of "additional" requests. "Level fund" is defined as the prior year's appropriated budget plus additional contractual salary increase and mandates imposed by federal and state laws or regulations. This year, the level funded budget increase of $1,563,686.00 was comprised mainly of an increase in the school budget of $1,394,455.00. Of the $1.3 Million increase in the school budget, $1.2 Million (86.95%) was due to salary increase and $96,000.00 (6.9%) due to increases related to special education.

The projected revenues of $69,425,439.00 cover the $13,592,571 of Town wide Expenses and the $54,425,146 le funded Departmental expenses, with $1,407,722.00 remaining. In a typical year, this remaining amount would available for allocation among the following: (1) department operating budgets; (2) the financial warrant articles; capital purchase to be made with cash, and (4) debt articles. But FY03 is not a typical year. The projected 1 reduction in local aid must be addressed prior to appropriating the so-called remaining money, (except for fu necessary to address the financial warrant articles ($272,500)). As the potential 10% reduction in state aid has not occurred and will not occur until after the Town Meeting, the Finance Committee believes that provisions for suc reduction need to be included within the FY03 budget recommended to Town Meeting. Yet, as the reduction may occur, or may not occur to the full extent of 10%, it is premature to reduce the operating budget (and services) to extent necessary to address the proposed 10% reduction. The Board of Selectmen has deferred all Capital Warr Articles until a planned November Special Town Meeting in reaction to the looming 10% reduction. The Fina Committee proposes that the so-called remaining funds be appropriated to the Reserve Fund (with one excepti rather than to the departmental budgets so that if a significant reduction in local aid occurs, departmental budg would be unaffected. The single exception to this approach is the School Department budget. The academic year v commence prior to the planned Special Town Meeting in November when the first scheduled opportunity to addres reduction in local aid will occur. On this basis, the Finance Committee is recommending that a limited amount of so-called remaining funds be appropriated to the schools operating budget to address that department's most criti needs: the staffing with teachers of the Pollard modular classrooms (the funding for which was funded by Article 6 the November 2001 Special Town Meeting) and a first grade teacher at Newman. The amount recommended to added to the school operating budget in excess of the level funded budget is $170,000.00. The Finance Commit recommends the balance of the so-called remaining funds ($965,222.00) be appropriated to the Reserve Fund.

Debt

Even though (or especially because) no capital warrant articles are included in the warrant for FY03, the To Meeting needs to consider the Town's debt condition. Included in the warrant is a breakdown of the Town's d service in four categories: (1) hospital debt; (2) levy supported debt: (3) fee funded (transfer station and water/se enterprise funds); and (4) override debt. Since 1991, the Finance Committee has applied to following guidelines form its recommendations to Town Meeting:

1. Debt service on levy funded debt projects should be kept within a fixed percentage of the tax levy (originally 2%, raised to 3% in FY99; debt level for FY03 = 3.65%);
2. Total debt service should not exceed 10% of the total revenue; and
3. When possible, the Town should fund some projects each year with cash, not debt, especially those a shorter life span or involving maintenance/repair.

The Finance Committee believes the Town should continue to adhere closely to the above guidelines. The numbe capital projects which would require debt financing, either approved or which may soon be presented consideration, is daunting – it is over $100,000,000.00. As the requirement for funds to pay levy-supported d services increases, the available monies to fund departmental operating budgets decrease. A 1.00% increase in levy-supported debt service results in approximately $700,000 less to fund departmental operating budgets. No desires a decrease in Town services, nor do we look forward to the burden of an operational override. However, si 81% of the Town's operating budget is comprised of employee salaries, there is little flexibility if revenues from tax levy flatten out or state aid decreases. (The accuracy of this previous sentence is borne out by the recommen FY03 budget.) We must continue to maintain our Town by repairing roads, fields, sidewalks and buildings. Howe careful scrutiny and planning is required before incurring new debt and jeopardizing the current level of services, a particularly apparent as you read this letter and consider this warrant.

Closing Thoughts

From 1994 to 2001, the Massachusetts economy enjoyed economic growth unduplicated in its history. Needham benefited from this growth, exhibited through the significant rise in the funds available for appropriation at To

Meeting in years past. Past Chairpersons had indicated to Town Meeting, that the pace of revenue increase would not ontinue indefinitely. In calendar years 2001 and 2002, the Massachusetts economy ceased its rise. Difficult times for Massachusetts public budgets have returned – for how long we do not know. But, the dialogue of this year's Town Meeting will not be of "additions" to budgets – it will be of "level funding". The fiscal ramifications of the change in Massachusetts public finance are beginning to be felt in FY03 and most likely will continue into FY04 and beyond. With the decline of the revenue to the Town, the Town will face difficult choices: whether to increase taxes through apital and/or operational overrides to Proposition 2 ½ or whether (i) to further defer needed capital expenditures to naintain or improve the Town's infrastructure and buildings and (ii) to reduce services (or the rate of salary and enefits increases). The proposed budget satisfies the Town's fiscal needs for FY03 and creates the time and pportunity for the Town to decide during FY03 its balance between taxes and services for FY04 and beyond. Through previous prudent fiscal management the Town has sizeable reserves to buffer some of these choices, but hard hoices nonetheless will need to be made during FY03 and FY04. "Hard times make hard choices". Among the hard hoices will be:

(i) the source to fund ever-increasing health insurance, other benefits costs and salaries for town employees (or whether to reduce the rate of increase through collective bargaining or reductions in force);
(ii) the source to fund the deteriorated and deteriorating capital infrastructure and buildings of the Town (roads, utility lines, the Grover building);
(iii) the source to fund the continuous mandates of federal and state government (storm water regulations, the delay of circuit breaker funding by the state);
(iv) the source to fund the further reductions of state aid beyond FY03; and
(v) the choice as to which of the many proposed enhancements to the Town's buildings and services are truly necessary and can be funded (community center, second middle school, senior center, library, full day kindergarten, etc.)

The Finance Committee thanks the Board of Selectman, the Town Administrator, Department Heads, town officials, mployees and committee liaisons with whom we have worked this past year. In addition, I would like to cknowledge the invaluable contribution, wise counsel, continuing support and good humor of our Executive ecretary, Gerry Sullivan, now in this 16th year of service to the Finance Committee

Donald W. Ruth, Chairman
Peter W. Adams, Vice Chairman
Michael J. Crawford, Past Chairman
Susan R. Herman
James D. Masterman
Edward C. Nickles
Peter T. Walsh
Theodore Weiner
Executive Secretary, Gerard G. Sullivan

WARRANT ARTICLE INDEX

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3.		Committee and Officer Reports	Board of Selectmen
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4.		Authorize the Board of Selectmen to Lease and Sell Real Estate on Brookline Street	Planning Board / Needham Housing Authority
5.		Non-Betterment Street Acceptance – Starr Ridge	Board of Selectmen
		PERSONNEL RELATED ARTICLES	
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7.		Establish Elected Officials' Salaries	Personnel Board
		FINANCE / BUDGET ARTICLES	
8.		Accept Chapter 73, Section 4 of the Acts of 1986 (Continuation of Increase in Property Tax Exemption Limits)	Board of Selectmen
9.		Appropriate for Senior Corps Program	Board of Selectmen
10.		Appropriate for Compensated Absence Fund	Board of Selectmen
11.		Appropriate for Hazardous Waste Collection	Board of Selectmen
12.		Appropriate for the FY2003 Operating Budget	Finance Committee
13.		Appropriate the FY2003 Water Enterprise Fund Budget	Board of Selectmen / Finance Committee
14.		Appropriate the FY2003Wastewater Enterprise Fund Budget	Board of Selectmen / Finance Committee
15.		Appropriate the FY2003 Solid Waste/Recycling Enterprise Fund Budget	Board of Selectmen / Finance Committee
16.		Continue Departmental Revolving Funds	Board of Selectmen
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23.		Amend General By-Law – Article 2, Contract Procedures	Board of Selectmen
24.		Amend General By-Law – Article 2, Assignment of Street Numbers	Board of Selectmen
25.		Amend General By-Law – Article 6, General Wetlands Protection	Board of Selectmen
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27.		Establish a Committee to Study the MBMB and PPBC	Citizen's Petition
28.		Continue Community Center Study Committee	Community Center Study Committee
29.		Continue School Safety Study Committee	School Safety Study Committee
30.		Continue Solid Waste Disposal/Recycling Advisory Committee	Solid Waste Disposal / Recycling Advisory Committee
31.		Continue the Committee to Study Annual Town Meeting Dates	Committee to Study Annual Town Meeting Dates
32.		Omnibus Article	

REVENUE SUMMARY: FY 2001 – 2003 (As Approved by the Board of Selectmen)
General Fund Only

		ACTUAL RECEIPTS FY2001	ESTIMATED RECEIPTS FY2002	PROJECTED RECEIPTS FY2003
RECEIPTS				
	Motor Vehicle Excise	4,472,021	3,169,440	3,394,921
	Transfer from Water Enterprise Fund	624,204	682,203	706,203
	Transfer from Wastewater Enterprise Fund	444,744	483,178	505,678
	Licenses & Permits	1,011,139	580,000	620,590
	Fines & Forfeits	190,203	145,000	156,670
	Recreation	240,338	240,000	245,000
	Special Assessments	0	3,000	3,500
	Hotel Tax	399,043	325,000	325,000
	Investment Income	1,004,000	750,000	600,000
	Transfer from Glover Enterprise Fund	153,996	0	0
	MBTA Commuter Parking	161,545	160,000	160,000
	Penalties and Interest	158,563	158,000	158,000
	In Lieu of Taxes	286,299	286,000	247,566
	Charges for Services	554,336	425,000	517,456
	Fees	170,854	160,300	133,720
	Library Charges	51,892	48,000	51,000
	Rentals	32,185	26,000	26,000
	Medicaid Reimbursements	106,778	60,000	60,000
	Transfer from Chapter 90 State Highway Funds	2,449	0	0
	Other Receipts	67,148	153,082	18,000
	Supplemental Lottery Aid	174,694	0	0
	SUB-TOTAL	**10,306,431**	**7,854,203**	**7,929,304**
REVENUE				
	Real & Personal Property Tax Levy	51,003,895	51,653,138	53,694,467
	State Aid	8,214,100	8,681,648	8,615,882
	SUB-TOTAL	**59,217,995**	**60,334,786**	**62,310,349**
RESERVES				
	Budgetary Fund Balance (Free Cash)	2,745,685	3,749,945	3,226,740
	Overlay Surplus	625,000	400,000	500,000
	Reserved for Appropriation – Parking	70,000	119,000	70,000
	Reserved for Appropriation – C & D	0	0	20,000
	Supplemental Chapter 70	105,550	0	0
	SUB-TOTAL	**3,546,235**	**4,268,945**	**3,816,740**
TOTAL REVENUE		**73,070,661**	**72,457,934**	**74,056,393**
LESS REDUCTIONS IN REVENUE				
	Cherry Sheet Assessments	1,122,569	1,072,972	1,099,796
	Cherry Sheet Offsets	671,314	754,526	773,389
	Overlay (reserve for abatements)	972,000	750,000	850,000
	School Building Reimbursements	1,022,769	1,022,769	1,022,769
	Transfer to Solid Waste Enterprise Fund	810,135	882,465	865,000
	Other	139,018	68,000	0
	SUB-TOTAL	**4,737,805**	**4,550,732**	**4,610,954**
AVAILABLE FOR APPROPRIATION		**68,332,856**	**67,907,202**	**69,445,439**
OTHER RESERVES APPROPRIATED		**225,000**	**0**	**0**
TOTAL		**68,557,856**	**67,907,202**	**69,445,439**

SUMMARY: FY 2001 – 2003 OPERATING BUDGET (General Fund Only)

	EXPENDED FY2001	APPROPRIATED FY2002	RECOMMENDED FY2003
TOWN WIDE EXPENSES	11,678,983	12,569,749	13,592,571
DEPARTMENT BUDGETS			
Board of Selectmen/Town Administration	481,062	578,383	592,375
Town Clerk	211,005	221,193	232,795
Legal	231,318	211,356	211,356
Personnel Board	10,915	15,922	15,922
Assessors	287,265	307,373	313,798
Finance Department	1,207,282	1,342,079	1,334,429
Finance Committee	277,319	1,493,634	1,140,222
Education	29,330,427	30,887,770	32,452,225
Police	3,890,762	4,091,516	4,148,067
Fire	4,666,467	5,011,274	5,022,419
Building	295,664	268,242	265,100
Department of Public Works	3,469,994	3,306,972	3,464,224
Building Maintenance	3,927,133	3,903,427	4,073,766
Permanent Public Bldg Committee	47,089	84,478	85,470
Board of Health	335,903	349,002	354,529
Veterans Services	47,737	81,036	83,889
Youth Commission	152,439	162,571	169,378
Council On Aging	189,550	210,794	216,545
Commission on Disabilities	319	513	513
Planning Board	124,422	128,500	128,800
Conservation Commission	25,370	29,856	30,775
Board of Appeals	10,481	10,487	11,710
Historical Commission	36	513	513
Library	889,926	952,858	957,375
Park & Recreation	423,365	428,004	448,673
Memorial Park	0	500	500
DEPARTMENT BUDGETS SUB TOTAL	**50,533,250**	**54,078,253**	**55,755,368**
Financial Warrant Articles	55,500	210,500	97,500
Appropriate to Stabilization Fund	0	0	0
New Debt Service	25,450	32,500	0
Warrant Articles – Capital	1,012,411	1,016,200	0
TOTAL OPERATING BUDGET	**63,305,594**	**67,907,202**	**69,445,439**

OPERATING BUDGET RECOMMENDATIONS
FOR FISCAL YEAR ENDING JUNE 30, 2003
Submitted by the Finance Committee

		EXPENDED FY2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
TOWN WIDE EXPENSES					
(19.5% of Budget Total)					
010	Street lighting	373,782	370,000	370,000	
011	Garbage collection	93,660	48,000	0	
012	Insurance, general	129,640	309,300	300,000	
013	Health insurance	4,975,393	5,584,000	6,384,000	
014	Worker's compensation	385,000	385,000	385,000	
015	Prop. Self insurance (C.40, s.13)	20,000	20,000	20,000	
016	Unemployment compensation	20,722	35,000	35,600	
017	Ins. Liability Fund (C. 10 Acts 2002)	0	380,000	380,000	
018	Maturing bonds	1,806,332	1,795,129	2,191,260	
019	Interest	366,182	376,837	468,643	
020	Contributory retirement	2,715,408	2,315,000	2,353,000	
021	Chapter 32 retirement	142,697	152,000	128,500	
022	Minuteman Voc. Assessment	497,760	371,983	435,068	
023	MBTA Commuter Parking	82,711	107,500	107,500	
024	Glover Hosp. Accrued Liab.	69,696	320,000	34,000	
TOTAL TOWN WIDE EXPENSES		**11,678,983**	**12,569,749**	**13,592,571**	
GENERAL GOVERNMENT					
(1.51% of Budget Total)					
BOARD OF SELECTMEN/TOWN ADMINISTRATION:					
101	Salaries	330,268	360,424	378,335	
102	Merit Pay	16,165	30,800	30,800	
103	Purchase of service	115,288	152,498	159,099	
104	Expenses	19,341	23,661	24,141	
105	Capital outlay	0	11,000	0	
	TOTAL	481,062	578,383	592,375	
TOWN CLERK/BOARD OF REGISTRARS:					
106	Salaries	168,255	167,542	173,120	
107	Purchase of service	21,903	20,950	24,775	
108	Expenses	3,148	4,800	4,800	
109	Capital outlay	0	0	0	
110	Tellers / Canvassers / Details	17,699	27,901	30,100	
	TOTAL	211,005	221,193	232,795	

GENERAL GOVERNMENT (Continued)

		EXPENDED FY2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
LEGAL:					
111	Salaries	54,715	56,356	56,356	
112	Special fees	175,000	150,000	150,000	
113	Settlements & judgments	0	0	0	
114	Expenses	1,603	5,000	5,000	
	TOTAL	231,318	211,356	211,356	
PERSONNEL BOARD:					
115	Salaries	415	1,922	1,922	
116	Purchase of service	10,000	10,000	10,000	
117	Merit program	500	4,000	4,000	
	TOTAL	10,915	15,922	15,922	
TOTAL GENERAL GOVERNMENT		**934,300**	**1,026,854**	**1,052,448**	

FINANCE
(4.01% of Budget Total)

ASSESSORS:					
201	Salaries	250,166	261,073	267,498	
202	Purchase of service	26,862	34,550	34,550	
203	Expenses	9,099	11,750	11,750	
204	Capital outlay	1,138	0	0	
	TOTAL	287,265	307,373	313,798	
FINANCE DEPARTMENT:					
205	Salaries	727,418	819,958	853,192	
206	Purchase of service	315,910	365,831	388,472	
207	Expenses	86,929	91,570	92,765	
208	Capital outlay	77,025	64,720	0	
	TOTAL	1,207,282	1,342,079	1,334,429	
FINANCE COMMITTEE:					
209	Salaries	25,483	26,247	27,034	
210	Purchase of service	311	500	500	
211	Expenses	500	500	500	
212	Reserve fund	251,025	1,466,387	1,112,188	
	TOTAL	277,319	1,493,634	1,140,222	
TOTAL FINANCE		**1,771,866**	**3,143,086**	**2,788,449**	

		EXPENDED FY 2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
EDUCATION					
(46.73% of Budget Total)					
SCHOOL DEPARTMENT:					
301	Salaries	24,627,223	26,594,024	27,951,274	
302	Purchase of service	3,488,643	3,350,100	3,518,976	
303	Expenses	970,924	787,820	826,149	
304	Capital outlay	243,637	155,826	155,826	
TOTAL EDUCATION:		**29,330,427**	**30,887,770**	**32,452,225**	
PUBLIC SAFETY					
(13.58% of Budget Total)					
POLICE:					
	Salaries-regular	3,095,416	3,261,341	3,293,829	
	Salaries-overtime	541,826	511,582	528,103	
401	Total salaries	3,637,242	3,772,923	3,821,932	
402	Purchase of service	40,158	64,300	61,300	
403	Expenses	117,924	130,935	130,935	
404	Capital outlay	95,438	123,358	133,900	
	TOTAL	3,890,762	4,091,516	4,148,067	
FIRE:					
	Salaries-regular	3,758,913	4,269,012	4,337,687	
	Salaries-overtime	687,391	445,000	445,000	
	Salaries o/t alarm div.	10,000	10,000	10,000	
405	Total salaries	4,456,304	4,724,012	4,792,687	
406	Purchase of service	69,950	118,789	83,699	
407	Expenses	140,213	147,773	146,033	
408	Capital outlay	0	20,700	0	
	TOTAL	4,666,467	5,011,274	5,022,419	
BUILDING:					
409	Salaries	287,278	258,232	255,090	
410	Purchase of service	2,532	3,474	3,474	
411	Expenses	5,854	6,536	6,536	
412	Capital outlay	0	0	0	
	TOTAL	295,664	268,242	265,100	
TOTAL: PUBLIC SAFETY		**8,852,893**	**9,371,032**	**9,435,586**	

		EXPENDED FY2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
PUBLIC FACILITIES					
(10.97% of Budget Total)					
PUBLIC WORKS:					
501	Salaries	2,184,440	2,374,781	2,516,573	
502	Purchase of service	428,951	457,761	486,901	
503	Expenses	279,364	300,430	295,750	
504	Capital outlay	0	9,000	0	
505	Snow & Ice	577,239	165,000	165,000	
	TOTAL	3,469,994	3,306,972	3,464,224	
BUILDING MAINTENANCE:					
506	Salaries	2,000,028	2,043,749	2,200,856	
507	Purchase of service	1,586,378	1,527,943	1,565,975	
508	Expenses	285,338	302,235	306,935	
509	Capital outlay	55,389	29,500	0	
	TOTAL	3,927,133	3,903,427	4,073,766	
PERMANENT PUBLIC BUILDING COMMITTEE:					
510	Salaries	45,382	80,178	81,670	
511	Purchase of service	316	1,500	1,000	
512	Expenses	1,391	2,800	2,800	
513	Capital outlay	0	0	0	
	TOTAL	47,089	84,478	85,470	
TOTAL: PUBLIC FACILITIES		**7,444,216**	**7,294,877**	**7,623,460**	
HUMAN SERVICES					
(1.19% of Budget Total)					
BOARD OF HEALTH:					
601	Salaries	260,104	262,711	268,738	
602	Purchase of service	67,009	77,241	77,241	
603	Expenses	8,790	8,550	8,550	
604	Capital outlay	0	500	0	
	TOTAL	335,903	349,002	354,529	
VETERANS' SERVICES:					
605	Salaries	44,298	47,236	49,889	
606	Purchase of service	193	300	300	
607	Expenses	3,092	3,500	3,700	
608	Veteran's benefits	154	30,000	30,000	
	TOTAL	47,737	81,036	83,889	

HUMAN SERVICES (Continued)	EXPENDED FY 2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
YOUTH COMMISSION:				
609 Salaries	145,599	156,646	164,588	
610 Purchase of service	2,769	2,800	2,800	
611 Expenses	1,977	1,990	1,990	
612 Capital outlay	2,094	1,135	0	
TOTAL	152,439	162,571	169,378	
COUNCIL ON AGING:				
613 Salaries	181,752	202,314	208,065	
614 Purchase of service	4,882	3,305	3,305	
615 Expenses	2,916	5,175	5,175	
616 Capital outlay	0	0	0	
TOTAL	189,550	210,794	216,545	
COMM. ON DISABILITIES:				
617 Expenses	319	513	513	
TOTAL	319	513	513	
TOTAL: HUMAN SERVICES	**725,948**	**803,916**	**824,854**	
DEVELOPMENT (0.24 %of Budget Total)				
PLANNING BOARD:				
701 Salaries	102,004	117,190	117,490	
702 Purchase of service	21,584	9,000	8,000	
703 Expenses	834	2,310	3,310	
704 Capital outlay	0	0	0	
TOTAL	124,422	128,500	128,800	
CONSERVATION COMMISSION:				
705 Salaries	23,205	24,799	25,717	
706 Purchase of service	798	3,569	3,420	
707 Expenses	1,367	1,488	1,638	
708 Capital outlay	0	0	0	
TOTAL	25,370	29,856	30,775	
BOARD OF APPEALS:				
709 Salaries	6,655	6,277	7,500	
710 Purchase of service	3,604	4,040	4,040	
711 Expenses	222	170	170	
TOTAL	10,481	10,487	11,710	
HISTORICAL COMMISSION:				
712 Expenses	36	513	513	
TOTAL	36	513	513	
TOTAL: DEVELOPMENT	**160,309**	**169,356**	**171,798**	

		EXPENDED FY2001	APPRO-PRIATED FY2002	RECOM-MENDED FY2003	AMENDMENT
CULTURAL AND LEISURE SERVICES (2.02% of Budget Total)					
LIBRARY:					
801	Salaries	697,030	741,536	743,727	
802	Purchase of service	37,189	40,389	42,715	
803	Books & Periodicals	143,393	158,502	158,502	
804	Expenses	12,314	12,431	12,431	
805	Capital outlay	0	0	0	
	TOTAL	889,926	952,858	957,375	
PARK & RECREATION:					
806	Salaries	341,956	345,379	366,048	
807	Purchase of service	46,186	46,278	46,278	
808	Expenses	23,770	24,347	24,347	
809	Capital outlay	11,453	12,000	12,000	
	TOTAL	423,365	428,004	448,673	
MEMORIAL PARK:					
810	Expenses	0	500	500	
811	Capital outlay	0	0	0	
	TOTAL	0	500	500	
TOTAL: LEISURE/CULTURAL SERV.		**1,313,291**	**1,381,362**	**1,406,548**	
GRAND TOTAL: DEPARTMENT BUDGETS		**50,533,250**	**54,078,253**	**55,755,368**	

WARRANT FOR THE ANNUAL TOWN MEETING
MONDAY, APRIL 8, 2002
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town Needham qualified to vote in elections and in Town affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School - Gymnasium
Precinct B	-	Hillside School - Gymnasium
Precinct C	-	Newman School - Gymnasium
Precinct D	-	High Rock School - Gymnasium
Precinct E	-	Pollard Middle School - Room 226
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Needham Public Library
Precinct H	-	Needham Public Library
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on MONDAY, THE EIGHTH DAY OF APRIL, 2002

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;

Two Selectmen for Three Years;

One Assessor for Three Years;

Two Members of School Committee for Three Years;

One Trustee of Memorial Park for Three Years;

Three Trustees of Needham Public Library for Three Years;

One Member of Board of Health for Three Years;

One Member of Planning Board for Five Years;

One Commissioner of Trust Funds for Three Years;

One Member of Park and Recreation Commission for Three Years;

Two Constables for Three Years,

Twenty-Four Town Meeting Members from Precinct A;

Twenty-Four Town Meeting Members from Precinct B;

Twenty-Four Town Meeting Members from Precinct C;

Twenty-Four Town Meeting Members from Precinct D;

Twenty-Four Town Meeting Members from Precinct E;

Twenty-Four Town Meeting Members from Precinct F;

'wenty-Four Town Meeting Members from Precinct G

'wenty-Four Town Meeting Members from Precinct H;

'wenty-Four Town Meeting Members from Precinct I;

'wenty-Four Town Meeting Members from Precinct J.

ARTICLE 2: BALLOT QUESTION

o submit the following question upon the official ballot to the voters of the Town:

Shall an act passed by the General Court in the year 2001, entitled 'An Act authorizing the town of Needham to grant certain stablishments licenses for the sale of wine and malt beverages to be drunk on the premises', be accepted?"

rticle 2 Explanation: Town Meeting approved Article 18 of the Special Town Meeting held on November 13, 2000 which uthorized the Board of Selectmen to petition the General Court for enactment of a special law to authorize the Town of Needham issue licenses to certain establishments for the sale of wine and malt beverage to be drunk on the premises of restaurants with a eating capacity of less than 100 persons. This act was passed by the House and Senate and signed by the Governor on ovember 30, 2001. This act shall take effect upon its passage by the voters of the Town of Needham.

Warrant for the Annual Town Meeting

MONDAY, MAY 6, 2002 AT 7:30 P.M. AT NEWMAN SCHOOL

ARTICLE 3: COMMITTEE AND OFFICER REPORTS

o hear and act on the reports of Town Officers and Committees.

NSERTED BY: Board of Selectmen

LAND USE ARTICLES

RTICLE 4: AUTHORIZE THE BOARD OF SELECTMEN TO LEASE AND SELL REAL ESTATE ON BROOKLINE STREET

o see if the Town will authorize the Board of Selectmen to lease and sell real estate on Brookline Street, owned by the Town; or ce any other action relative thereto.

NSERTED BY: Planning Board / Needham Housing Authority
NANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

ticle 4 Explanation: This article would permit the construction by Harvard University of a modular single-family dwelling on wn-owned property located at the intersection of Brookline and Bancroft Streets and its subsequent sale as an affordable using unit to an income qualified family. Adoption of the article would enable the Town to add an additional affordable housing it to the Town's affordable housing inventory and to credit that unit towards the state mandated 10% affordable housing quirement.

Professor Darell Fields from Harvard University proposes to design, construct, and test this modular house supported by t university. The overarching goal of his research is to study how the enlightened use of manufactured housing can add alternative construction methods and architectural details of common homes found in suburban neighborhoods. During the testi period several volunteers will occupy the house as a way of evaluating the overall living condition inside the house. Moreov there will be several open houses throughout the year to invite people in to observe the house beyond its exterior and to experien the architecture.

Finally, following the one-year test period, the property will be gifted to the Town by Harvard and made available for sale as affordable housing unit. More specifically, the Town will sell the house through a lottery system that is accepted by the Loc Initiative Program. The proceeds from the sale of the house will be paid entirely to the Town of Needham.

ARTICLE 5: NON-BETTERMENT STREET ACCEPTANCE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirement the Subdivision Control Law and as laid out by the Board of Selectmen according to plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans:

Starr Ridge

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 5 Explanation: The above named street was constructed by the developers in conformance with the Town's design standards. This Article, if accepted, will make this street a public way.

PERSONNEL RELATED ARTICLES

ARTICLE 6: AMEND CLASSIFICATION AND STANDARD RATES OF COMPENSATION

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety substituting therefore a new Classification and Standard Rates of Compensation Schedule; or take any other action relative there

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article 6 Explanation: In accordance with MGL Chapter 41, Section 108A, the Town annually adopts a classification a compensation schedule for General Government employees, other than employees covered by labor contracts. The Person Board recommends classification and compensation levels for non-represented employees, as well as classification levels employees whose titles are contained in a bargaining unit. The rates of pay for the latter are set during the collective bargain process and are incorporated into the classification and compensation schedule. All proposed revisions to the Classification a Standard Rates of Compensation Schedule will be provided to Town Meeting Members before May 6th, 2002. The Person Board recommends a 3.5% wage increase for non-represented employees for fiscal year 2003: 3% effective July 1, 2002, and effective January 1, 2003.

ARTICLE 7: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2002, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk (effective 7/1/02)	$55,881
Town Clerk with 6 years of service in that position (effective 7/1/02)	$66,720 (1)
Town Clerk (effective 1/1/03)	$56,160
Town Clerk with 6 years of service in that position (effective 1/1/03)	$67,054 (1)
Selectmen, Chairman	$1,800
Selectmen, Others	$1,500
Assessor, in office as of 1/17/96	$10
Assessor, elected after 1/17/96	$0

(1) In addition, such compensation shall also include payment of longevity in the amount of $2,675; the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed $23,350. The annual salary of $66,720 (increasing to $67,054 as of 1/1/03) includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $6,750. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $9,400;

or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article 7 Explanation: In accordance with MGL Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any Elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000, such payment to be made at the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977; the stipends for the members of the Board of Assessors were eliminated at the 1996 Annual Town Meeting. Members of the Board of Assessors in office at that time were grandfathered at a $10 annual rate so that current members could retain their health insurance benefits.

FINANCE / BUDGET ARTICLES

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986 (CONTINUATION OF INCREASE IN PROPERTY TAX EXEMPTION LIMITS)

To see if the Town will vote to accept, for Fiscal Year 2003, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 38% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 8 Explanation and Summary of Chapter 73, Section 4 of the Acts of 1986 and Chapter 126 of the Acts of 1988: Town Meeting approval of the additional exemption, as well as application for the exemption by the taxpayer, must be made annually. Approval was first granted by the May 1993 Town Meeting. The Board of Selectmen has, each year, recommended that the exemption increase by the percentage increase in property taxes for the prior year. In fiscal year 2001 the exemption was 34%. Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws:

Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43.

The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS PROGRAM

To see if the Town will vote to raise and appropriate the sum of $7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 9 Explanation: In fiscal year 1996, the Town initiated a program (previously called the Property Tax Work-off Program) whereby qualified elderly and disabled property owners could work up to 100 hours for the Town. In turn, the individuals are paid approximately $675 which is applied to their property tax bill. The funding request is unchanged from the amount approved in FY2002.

ARTICLE 10: APPROPRIATE FOR COMPENSATED ABSENCE FUND

To see if the Town will vote to raise and appropriate the sum of $78,000 for the purpose of funding compensated absences provided by Personnel By-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 10 Explanation: The purpose of this Article is to fund the Town's employee sick leave liability. Upon retirement, termination or death, certain employees are compensated for unused sick leave. This account, which is gradually increased each year, funds this liability.

ARTICLE 11: APPROPRIATE FOR HAZARDOUS WASTE COLLECTION

To see if the Town will vote to raise and appropriate the sum of $12,000 for Hazardous Waste Collection Days, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 11 Explanation: The DPW has been conducting Hazardous Waste Collection Days for the past six years. This has been a tremendously successful program, with the fall, 2001 hazardous waste collection day registering the largest volume of materials in the history of the program. This appropriation, along with some grant funding that has been made available, will allow the Town to conduct a fall 2002 and spring, 2003 hazardous waste collection day.

ARTICLE 12: APPROPRIATE FOR THE FY2003 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 8 -13

ARTICLE 13: APPROPRIATE THE FY2003 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2003; under the provision of G.L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
901	Salaries	$ 814,909	$ 757,320	$ 738,513
902	Purchase of service	269,294	328,850	302,080
903	Expenses	262,238	284,363	316,975
904	Capital outlay	1,610	20,000	20,000
905	MWRA assessment	691,798	157,904	741,934
906	Emergency repairs	21,998	50,000	50,000
907	Debt service	954,322	1,107,698	1,107,698
907A	Claims Contingency	0	75,000	0
	Total	3,016169	2,781,135	3,277,200

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 13 Explanation: The Water Enterprise Fund budget is a self-supporting account. That is, water user fees and charges cover the entire cost of operations. This budget reflects an anticipated increase in the MWRA Assessment due to increased reliance on MWRA water in calendar year 2001. This increase stems from an increase in residential use as well as an attempt by the Town to maintain the level of water in the Town wells at an acceptable level. The actual MWRA rates are expected to increase by 8.8%. The July 1, 2001 Water Enterprise Fund Retained Earnings are $253,425.

ARTICLE 14: APPROPRIATE THE FY2003 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2003; under the provision of G.L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
908	Salaries	$ 368,201	$ 424,299	$ 455,859
909	Purchase of Service	94,242	104,200	116,200
910	Expenses	59,921	63,658	63,658
911	Capital outlay	5,684	0	0
912	MWRA assessment	4,474,927	4,378,298	4,760,131
913	Emergency repairs	37,325	20,000	20,000
914	Debt service	953,722	1,088,010	1,088,010
	Total	5,994,022	6,078,465	6,503,858

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 14 Explanation: The Wastewater Enterprise Fund budget (Sewer Division) is a self-supporting account. That is, sewer user fees and charges cover the entire cost of operations. The Town's MWRA assessment is expected to increase 8.7% over Fisca year 2001. The July , 2001 Wastewater Enterprise Fund retained earnings are $431,849.

ARTICLE 15: APPROPRIATE THE FY2003 SOLID WASTE / RECYCLING ENTERRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2003; under the provision of G.L., Chapter 44, Section 53F ½:

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
915	Salaries	$ 370,662	$ 426,505	$ 436,472
916	Purchase of service	808,168	824,700	859,700
917	Expenses	125,796	126,455	126,455
918	Capital Outlay	904	0	0
919	Emergency repairs	0	0	0
920	Debt Service	217,921	270,339	270,339
	Total	1,523,451	1,647,999	1,692,966

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 15 Explanation: The budget is funded through a combination of property tax revenues (approximately $865,000) and use fees (approximately $827,966). The July 1, 2001 Solid Waste / Recycling Enterprise Fund Retained Earnings are $46,364.

ARTICLE 16: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to continue revolving funds for certain town departments pursuant to the provisions of G.L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2002:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2003 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	$275,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations, Town Appropriation	Transportation program for COA	$40,000
Yard Waste Processing Program	Board of Selectmen /DPW Director	Appropriation from Town and Participating Communities	Multi-Community yard waste processing program	$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	Purchase of additional home composting bins	$2,000
Garbage Collection	Board of /Selectmen / DPW Director	Receipts received	Residential & Commercial food waste collection	$40,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	$2,000
Senior Center Activities	Council on Aging Director	Program Fees	Costs related to social programs for elderly	$1,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 16 Explanation and Summary of G.L. Chapter 44, Section 53E ½: A revolving fund established under the provisions of G.L. Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited with only the departmental receipts received in connection with the programs supported by such revolving fund and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½.

The Annual Town Meeting authorization for each revolving fund shall specify:

(1) the programs and purposes for which the revolving fund may be expended;
(2) the departmental receipts which shall be credited to the revolving fund;
(3) the board, department or officer authorized to expend from such fund; and
(4) a limit on the amount which may be expended from such fund in the ensuing year.

In any fiscal year the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to G.L. Chapter 59, Section 23.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town Ways and authorize the expenditure of $700,000 provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 17 Explanation: State law requires that Town Meeting approve the use of funds received from the State for road construction purposes including engineering or to address traffic improvements. In FY2002, the Town received approximately $229,000 from the State.

ARTICLE 18: TRANSFER OF BUDGETARY FUND BALANCE

To see if the Town will vote to transfer $3,226,740 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2003; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANACE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article 18 Explanation: Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2001. It also includes the collection of previously delinquent taxes.

CAPITAL IMPROVEMENT BUDGET ARTICLES

ARTICLE 19: APPROPRIATE FOR NEWMAN SCHOOL RENOVATION

To see if the Town will vote to raise and appropriate a supplemental sum of money for design, engineering, reconstruction and equipping of the Newman School, as voted by the May, 2000 Annual Town Meeting under Article 34, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow a sum of money for a period of up to 20 years under M.G.L., Chapter 44, Section 7, or under M.G.L. Chapter 70B, and, to meet this appropriation, that a sum of money be transferred from the Eliot School project which was appropriated under Article 32 of the May 2000 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 19 Explanation: During the past ten years, the Needham Public Schools Integrated Preschool has been housed at the High School and the High Rock School. An analysis of space within the five elementary schools concluded that the best location for the Preschool was within the Newman School. In the summer of 2001, the first phase of construction for the Preschool at Newman was completed. This article would provide additional funds needed to complete Phase II in the summer of 2002. The additional funds needed to complete this project, approximately $250,000, can be transferred from the Eliot School appropriation due to favorable bid results.

ARTICLE 20: APPROPRIATE FOR HIGH SCHOOL RENOVATION DESIGN

To see if the Town will vote to raise and appropriate the sum of $350,000 for architectural design for renovations to the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is authorized to borrow up to $350,000 under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 20 Explanation: The heating and ventilation systems at Needham High School B, C, D, and E wings have been identified as requiring renovation in order to meet health and safety standards. In 1999, a pre-design system assessment/feasibility study for the High School HVAC system was completed. In the summer of 2000, the HVAC systems of the A Gym and Auditorium were renovated, and in the summer of 2001, the HVAC system of the A Wing was renovated. In addition, at the 2001 Annual Town

Meeting, $20,000 was appropriated to conduct a feasibility study to reconfigure Needham High School to accommodate increased enrollment. The requested funds will be used to begin the design process for the renovation of Needham High School, incorporating the HVAC and related reconfiguration components.

GENERAL BY-LAW ARTICLES

ARTICLE 21: AMEND GENERAL BY LAW – DATES OF MEETING

To see if the Town will vote to amend the Town's General By-laws as follows:

1. In Section 1.1.1 of the General By-laws by deleting the first sentence thereof in its entirety and replacing it with the following sentence. "Annual Town Meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the first Tuesday in March of each year; and the Annual Town Meeting for the transacting of business shall be on the first Monday in April of each year."

2. In Section 1.1.2 of the General By-laws by deleting the word "April" and replacing it with the word "March."

Or take any other action relative thereto.

INSERTED BY: Committee to Study Annual Town Meeting Dates
FINANCE COMMITTEE RECOMMENDS THAT: No position Taken

Article 21 Explanation: The Committee to Study Annual Town Meetings was created at the May 2001 Annual Town Meeting. Although the Committee had not completed its work at the time the warrant went to press, the Committee requested that the Board of Selectmen include this article in the warrant as a "place holder." The Committee expects to complete its work and make a recommendation for change before May, and will offer an amendment to this article at that time.

ARTICLE 22: AMEND GENERAL BY-LAW – MAILING OF NOTIFICATION

To see if the Town of Needham will vote to amend Article 1, Section 1.3 of the Town Meeting as follows:

By deleting Section 1.3 Mailing of Notification in its entirety and replacing it with the follow:

"In addition to such required notification, the Town Clerk shall cause to be delivered or mailed to each place of residence, at least seven days in advance, a copy of the Warrant for each Annual Town Election of Officers. The Town Clerk shall also cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business. The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting. The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper. Said delivering or mailing shall not, however, constitute any part of the posting of said Warrant."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 22 Explanation: The Annual Town Meeting warrant is currently delivered to 10,000 homes in Needham. This Article would eliminate that requirement and would instead provide notice of the Annual Town election to all voters, but the Town Meeting warrant only to Town Meeting members. The Town Meeting warrant will be available in municipal facilities, on the

Town's website, and will be mailed to any resident who requests a copy. The elimination of the home delivery of the Town Meeting warrant, and Annual Report would save approximately $10,000 per year.

ARTICLE 23: AMEND GENERAL BY-LAW - CONTRACT PROCEDURES

To see if the Town of Needham will vote to amend Article 2 Section 2.1.3 of the Town Administration and Organization as follows:

By deleting the words "and the Glover Memorial Hospital" in the first sentence thereof and by deleting the sentence: "The Board of Trustees of the Glover Memorial Hospital shall adopt a Procurement Policy for the Hospital, which Policy and any amendments thereto shall be effective only upon approval by the Board of Selectmen."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 23 Explanation: The purpose of this Article is to remove the reference to the Glover Memorial Hospital in the Town's General By-Laws. The Glover Memorial Hospital ceased to be a municipal entity effective 6/30/94.

ARTICLE 24: AMEND GENERAL BY-LAW – ASSIGNMENT OF STREET NUMBERS

To see if the Town of Needham will vote to amend Article 2, Section 2.2.4.2.1 Assignment of Street Numbers as follows:

By deleting the second sentence of the first paragraph of said section which reads "Said assigned numbers, shall not be less than 2 ½ inches high with ½ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner of occupant within thirty days from the time when notice is given by said Board to the owner or occupant of the number or numbers assigned to said building or buildings."

And replace it with the following:

"Said assigned numbers, shall not be less than 4 inches high with ¾ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner of occupant within thirty days from the time that notice is given by the Board to the owner or occupant of the number or numbers assigned to said building or buildings. If the building or buildings are more than 100 feet from the line of public or private ways, a post or suitable marker bearing the assigned street number or numbers shall be installed within ten feet of the public or private way near the entrance to the property thereof. Street numbers in existence as of the effective date of this By-law are not required to be replaced by the owner or occupant unless notified by said Board."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 24 Explanation: This Needham TRIAD Committee, a collaboration of public safety departments, the Council on Aging and the Norfolk County Sheriff's office, has requested that the Board of Selectmen consider changing the size of assigned street numbers. Larger street numbers will assist emergency response personnel in locating the correct address of an emergency situation. This provision will apply to new construction..

ARTICLE 25: AMEND GENERAL BY-LAW – GENERAL WETLANDS PROTECTION

To see if the Town of Needham will vote to amend Article 6, Section 6.7 of the General Wetlands Protection By-Law as follows:

By deleting the last sentence of the third subparagraph of said Section 6.7, which sentence states "Any permit may be renewed once for an additional one year period, provided that a request is received in writing by the Commission prior to expiration", and replacing it with the following:

"The Commission may renew any permit for one or more periods of up to three years each, provided that such request is received in writing by the Commission at least 30 days prior to the expiration of the permit."

Or take any other action relative thereto.

INSERTED BY: The Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article 25 Explanation: Permits issued under the General Wetlands Protection By-Law are valid for three years. At present the Commission has the discretion to grant one extension of one year if the work authorized by the permit has not begun or is not complete. After the end of the one year extension period the Applicant must re-file a new Application for Permit. The Commission has found over the years that there are occasionally circumstances that warrant multiple extensions, or extensions of up to three years, that will help to streamline the permitting process without compromising environmental protection. Two examples are:1) a permit has been granted by the Commission but work has not commenced due to ongoing litigation between the Applicant and third parties. Since litigation can extend for years, the Applicant ought not to be required to re-file for a new Permit when the delay in construction is out of his control. 2) some permits authorize periodic work on an annual or semi-annual basis (e.g., periodic vegetation and algae control of water bodies such as Sabrina Lake and Walker Pond) Under limited circumstances the ability of the Commission to re-new permits for successive periods can accomplish a desired result with less paperwork and lower costs.

ARTICLE 26: PETITION GENERAL COURT – HOME RULE PETITION – REAL ESTATE TAX REBATES FOR SENIORS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

"AN ACT TO AUTHORIZE THE TOWN OF NEEDHAM TO GRANT REAL ESTATE TAX REBATES TO CERTAIN PROPERTY OWNERS"

Be it enacted by the Senate and House of Representatives in the General Court assembled and by the authority of same, as follows:

SECTION 1. Any general or special law not withstanding, the Town of Needham may give property tax rebates on the primary residence of senior citizens of up to $750.00 per year. In order to be eligible for such rebate the applicant must meet the criteria for a state income tax credit as set forth in section 6, subsection (k) of chapter 62 of the General Laws.

SECTION 2. In order to meet this expense the Town is authorized to appropriate said sums it determines necessary.

SECTION 3. This act shall become effective for the first fiscal year commencing after its approval by the town at an annual or special town meeting.

or take any other action relative there to.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 26 Explanation: The purpose of this article is to seek legislative approval through a home rule petition for the Town to implement a program to provide additional property tax relief for eligible homeowners. The program would require annual appropriation by Town Meeting to provide limited tax relief for senior citizens of limited means who meet the criteria of the State "circuit breaker" program. No appropriation is sought at this Town Meeting.

TOWN MEETING COMMITTEES

ARTICLE 27: ESTABLISH A COMMITTEE TO STUDY THE MBMB AND PPBC

To see whether the Town will vote to establish a committee to study and investigate the organization, structure, and function of two Town agencies – the Municipal Building Maintenance Board (MBMB) , and the Permanent Public Building Committee (PPBC)- whose respective functions are the maintenance and operation of public facilities, and renovation and construction of public facilities. Said committee to consist of the chairman of the PPBC or a designated member of the PPBC, the Chairman of the MBMB, and three persons appointed by the Moderator; appropriate a sum of money to entitle said study committee to engage the services of a business management consultant and to pay for any clerical assistance; and request this study committee to report its findings and recommendations to the Town no later than the 2003 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Citizens' Petition
FINANCE COMMITTEEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

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ARTICLE 28: CONTINUE COMMUNITY CENTER STUDY COMMITTEE

To see if the Town will continue the Community Center Study Committee, established by vote of the 1994 Annual Town Meeting under Article 59, to direct and authorize said Committee to study the options for providing a community facility that may meet the current and future needs for youth, recreation, cultural and senior programs, said Committee shall report back to the next Annual Town Meeting or sooner; or take any other action relative thereto.

INSERTED BY: Community Center Study Committee
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

ARTICLE 29: CONTINUE SCHOOL SAFETY STUDY COMMITTEE

To see if the Town will vote to continue the School Safety Study Committee, established by vote of the 1991 Special Town Meeting under Article 10, direct and authorize said Committee to continue the study and evaluation of safe walking routes for Needham School Children, to develop and recommend minimum and uniform safety criteria regarding school walking routes, to address the issue of age appropriate walking routes and distances and to generally examine the issue of safe student access to and from their schools, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

INSERTED BY: School Safety Study Committee
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

ARTICLE 30: CONTINUE SOLID WASTE DISPOSAL / RECYCLING ADVISORY COMMITTEE

To see if the Town will vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

INSERTED BY: Solid Waste Disposal / Recycling Advisory Committee
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

RTICLE 31: CONTINUE THE COMMITTEE TO STUDY ANNUAL TOWN MEETING DATES

o see if the Town will vote to continue the Committee to Study Annual Town Meeting Dates, established by vote of the 2001 nnual Town Meeting under Article 76, direct and authorize said Committee to study dates to hold the annual town meetings, and id committee shall report back to the next Annual Town Meeting or sooner; or take any other action relative thereto.

NSERTED BY: Committee to Study Annual Town Meeting Dates
INANCE COMMITTEE RECOMMENDS THAT: No Position Taken

RTICLE 32: OMINIBUS ARTICLE

o see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be ecessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or roposed by the Selectmen, or any Town Officer or Committee, to appoint such committees as may be decided upon and to take ction upon matters which may properly come before the meeting; or take any other action relative thereto.

NSERTED BY: Board of Selectmen

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nd you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at ast seven days before said meeting

ereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

iven under our hands at Needham aforesaid this Twenty-sixth day of February, 2002

John H. Cogswell, Chairman
Gerald A. Wasserman, Vice Chairman
Colleen F. Schaller
William M. Powers
Daniel P. Matthews

Selectmen of Needham

true copy
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onstable

TOTAL AUTHORIZED DEBT WITHIN LEVY, ISSUED AND ESTIMATED
SUMMARY

Dept	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY92	FY93	FY94	FY95	FY2006	FY2007
1. HOSPITAL	315,000	315,000				30,634	29,426	28,186	26,906	-	-
2. TAX LEVY	17,492,580	11,073,960				2,091,161	2,629,641	2,179,729	1,637,662	1,453,239	1,181,793
3. FEES	23,526,290	20,367,012				2,338,601	2,286,026	1,869,433	1,663,311	1,555,496	1,190,086
TOTAL	41,333,870	31,755,972				4,460,396	4,944,092	4,077,347	3,327,778	3,008,735	2,377,878

1. DEBT SERVICE SUPPORTED BY HOSPITAL ENTERPRISE FUND

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY92	FY93	FY94	FY95	FY2006	FY2007
Hospital	315,000	315,000	Renovation	May-88	Oct-91	30,634	29,426	28,186	26,906	-	
	315,000	315,000				30,634	29,426	$ 28,186	26,906	-	$ -
TOTAL HOSP.	315,000	315,000				30,634	29,426	28,186	26,906	-	-

DEBT SERVICE SUPPORTED BY TAX LEVY

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY92	FY93	FY94	FY95	FY2006	FY2007
DPW	88,000	88,000	Building Repairs - DPW	May-92	Feb-93	9,806	14,957				
Town Hall	225,000	225,000	Building Repairs - Town Hall	May-92	Feb-93	18,786	17,978				
School	177,000	177,000	Oil Tank Replacement	May-92	Feb-93	14,027	9,314				
Newman	100,000	100,000	Renovation - Newman	Nov-92	Sep-93	11,005	10,810	10,205			
Town Hall/Police	339,240	339,240	Hardware - Town Hall/Police	May-93	Sep-93	37,333	35,993	34,619			
School	130,000	130,000	Hardware - School	May-93	Sep-93	14,307	13,793	13,267			
Fire	425,000	425,000	Fire Truck	May-96	May-96	49,820	47,760	45,960	43,940	41,980	
MIS	80,000	80,000	Computers - MIS	May-94	May-96	11,420	10,955	10,480			
Pollard	457,000	457,000	HVAC - Pollard	May-95	May-96	55,823	53,730	51,593	49,433	47,228	
Newman	527,000	527,000	Renovation - Newman	May-95	May-96	62,025	59,700	57,325	54,925	52,475	
Storm Drains	30,000	30,000	Storm Drains	May-93	Jun-97	6,258					
Storm Drains	30,000	30,000	Storm Drains	May-94	Jun-97	6,258					
Schools	160,000	160,000	Newman HVAC	May-95	Jun-97	18,214	22,741	28,949	27,824	19,674	18,834
Schools	500,000	500,000	High School ADA	Oct-96	Jun-97	103,257					
Schools	150,000	150,000	Pollard ADA	May-96	Jun-97	15,845					
Fire	35,000	35,000	Command Vehicle	May-96	Jun-97	7,301					
Public Safety	180,000	180,000	Dispatching Equipment	May-96	Jun-97	37,548					
MBMB	118,000	118,000	Building Repairs	May-96	Jun-97	22,948					
DPW	264,600	264,600	Equipment	May-96	Jun-97	54,236					
DPW	60,000	60,000	Sidewalk Tractor	May-96	Jun-97	12,516					
Park and Rec.	87,000	87,000	Pollard/Greene's Field	May-96	Jun-97	11,473					
Schools	360,000	360,000	Newman HVAC	May-96	Jun-97	30,982	72,208	61,568	59,228	56,838	54,418
Schools	223,000	223,000	Modular Classrooms	Feb-97	Jun-97	28,884	33,895	33,619	22,269	18,349	12,556
Schools	36,000	36,000	Base Radio Station	Feb-97	Jun-97	7,301					
DPW	35,000	35,000	Sidewalk Ramps	May-94	Jun-98	7,550	7,277				
DPW	25,000	25,000	Sidewalk Repair	May-95	Jun-98	5,393	5,198				
DPW	25,000	25,000	Sidewalk Reconstruction	May-96	Jun-98	5,393	5,198				
Finance	60,000	60,000	Computer Upgrade	May-97	Jun-98	12,942	12,474				
DPW	84,000	84,000	Equipment Replacement	May-97	Jun-98	18,295	16,832				
MBMB	190,000	190,000	Mitchell School Roof	Jun-97	Jun-98	27,369	22,511	98,800			
Selectmen	80,000	80,000	Chestnut St. Lot Design	Nov-97	Jun-98	10,785	10,395				
MBMB	50,000	50,000	HS Roof Design	Nov-97	Jun-98	20,780					
DPW	60,000	60,000	Sidewalk Tractor	Jun-97	Jun-98	12,942	12,474				
Schools	200,000	200,000	Technology Plan	May-98	Jun-99	45,600	43,600	41,600			
MBMB	805,000	805,000	HS Roof Construction	May-98	Jun-99	76,200	73,950	71,700	144,900	139,950	134,910
MBMB	274,000	274,000	DPW Roof Replacement	May-98	Jun-99	39,575	38,075	36,575	30,375	29,344	28,294
MBMB	200,000	200,000	Hillside Boiler Replacement	May-98	Jun-99	45,600	43,600	41,600			
MBMB	60,000	60,000	Elementary School Roof Repairs	May-98	Jun-99	11,400	10,900	10,400			
MBMB	210,000	210,000	HS Exterior Repairs	May-98	Jun-99	45,600	43,600	41,600			
DPW	50,000	50,000	Handicapped Ramps Sidewalks	May-98	Jun-99	11,400	10,900	10,400			
DPW	196,000	191,200	Equipment (Vehicles)	May-98	Jun-99	45,150	38,150	36,400			
DPW	65,000	65,000	Sidewalk Repair/Resurfacing	May-98	Jun-99	18,850	10,900	10,400			
Finance	60,000	60,000	Police/Fire Computer Upgrade	May-98	Jun-99	11,400	10,900	10,400			
Fire	300,000	300,000	Replace Engine 2	May-98	Jun-99	40,850	39,150	37,850	36,450	35,213	33,953
DPW	496,276	496,276	Storm Drain Master Plan (WPAT)	May-98	Oct-99	21,655	20,363	19,489	20,339	20,391	20,512
MBMB	171,900	171,900	Roof - HS Gym	Nov-98	Jun-99	25,825	24,825	18,825	18,225	17,606	16,976
Selectmen	425,000	425,000	Chesnut St. Lot Construction	Nov-98	Jun-99	91,000	87,000	78,000			
Health	198,268	85,894	Comm Septic Management (WPAT)	Jun-97	Jun-99	4,773	4,778	4,778	4,778	4,778	4,778
Selectmen	300,000	246,300	Townwide Telephone System	May-98	Jun-00	51,888	54,750	52,375			
PPBC	365,000	365,000	Mitchell School Boiler	May-99	Jun-00	82,750	74,425	71,338	68,250		
PPBC	325,000	313,000	Pollard HVAC	May-99	Jun-00	75,525	72,438	64,350	31,500		
Schools	263,000	242,000	School Technology Plan	May-99	Jun-00	57,150	54,775	42,400	10,500		
Fire	151,300	151,300	Fire Rescue Vehicle Replacement	May-99	Jun-00	32,850	31,425				
Selectmen	29,200	29,200	Chestnut St. Parking	Nov-98	Jun-01	20,368	10,400				
DPW	475,800	475,800	Road Reconstruction	May-99	Jun-01	319,832	182,000				
DPW	100,000	78,977	Henderson St. Recon/Betterment	May-99	Jun-01	47,136	36,400				
Fire	2,549	2,549	Ambulance	May-99	Jun-01	2,651					
DPW	53,000	53,000	Equipment Replacement	May-00	Jun-01	30,120	26,000				
DPW	131,724	131,724	Storm Drain Master Plan (WPAT)	May-98	Jun-01	71,993	67,600				
	11,298,857	11,073,960	TOTAL			2,091,161	1,806,887	$ 1,146,585	$ 822,938	$ 483,824	$ 325,233

AUTHORIZED UNISSUED

	Amount Authorized	Amount Issued	Purpose	Date Voted	Date Issued	FY02	FY03	FY04	FY05	FY2006	FY2007
Schools	37,000	-	Pollard Renovations								
DPW	11,500		Vehicles & Equipment	May-98							
Public Safety	5,000	-	Police/Fire Computer Upgrade	May-98			1,250	1,000	1,000		
DPW	204,200	-	Road & Intersection Reconstruction	May-99			51,050	46,353	44,516	42,678	
DPW	21,023	-	Henderson St. Recon/Betterment	May-99		-	5,256	4,205	4,205	4,205	
MIS	118,000	-	GIS	May-00			29,500	23,600	23,600	23,600	
DPW	900,000	-	Local Road Intersection Reconstruction	May-00			139,500	211,050	200,700	190,350	180,000
Park and Rec	100,000	-	Rosemary Pool Renovation Design	May-00			55,000	23,450	22,300	21,150	20,000
PPBC	750,000	-	HS HVAC	Feb-01			150,338	150,203	167,250	158,625	150,000
Selectmen	450,000		Needham Cinema	Feb-01							
DPW	1,000,000	-	Road Reconstruction	May-01			155,000	149,500	144,000	138,500	133,000
Park and Rec	300,000	-	Rosemary Pool Renovations	May-01			75,000	70,350	66,900	63,450	60,000
DPW	130,000	-	Sportsmans Pond Cleanup	May-01							
Fire	125,000	-	Hillside Fire Alarm System	Nov-01			18,750	29,313	27,875	26,438	25,000
Schools	1,712,000	-	Pollard Modular Classrooms	Nov-01			256,800	248,240	239,680	231,120	222,560
PPBC	330,000	-	HS HVAC	Nov-01			82,500	75,900	72,600	69,300	66,000
	$ 6,193,723	$ -	TOTAL			-	1,019,944	$ 1,033,163	$ 1,014,626	$ 969,415	$ 856,560
TOTAL LEVY	$ 17,492,580	$ 11,073,960				2,091,161	2,626,641	2,179,729	1,637,562	1,453,239	1,181,783

DEBT SUPPORTED BY FEES

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY02	FY03	FY04	FY05	FY2006	FY2007
Sewer	$ 225,000	$ 225,000	Mains Construction	May 92	Oct-91	23,130	-				
Sewer	$ 125,000	$ 125,000	Mains Construction	May-92	Feb-93	29,153	25,198				
Sewer	$ 135,000	$ 135,000	Sewer Rehabilitation	May-92	Feb-93	28,902	20,506				
Sewer	$ 393,951	$ 393,951	Rehabilitation (WPAT)	Nov-92	Feb-93	24,216	24,640	25,083	25,550	26,041	26,558
Sewer	$ 165,000	$ 165,000	Rehabilitation/Main Const.	May-93	Sep-93	18,158	17,507	16,838			
Sewer	$ 650,000	$ 650,000	Great Plain Station	May-94	May-96	80,633	77,610	74,523	71,403	68,218	
Sewer	$ 250,000	$ 250,000	Rehabilitation	May-95	May-96	31,013	29,850	28,663	27,463	26,238	
Sewer	$ 250,000	$ 250,000	Rehabilitation	May-95	May-96	31,013	29,850	28,663	27,463	26,238	
Sewer	$ 600,000	$ 600,000	Rehabilitation	May-94	May-96	74,430	71,640	68,790	65,910	62,970	
Sewer	$ 553,300	$ 553,300	MWRA Loan	May-95	Aug-96	82,995					
Sewer	$ 50,000	$ 50,000	Rehabilitation Design	Oct-96	Jun-97	10,430					
Sewer	$ 100,000	$ 100,000	EPA Stormwater Investigation	May-96	Jun-98	12,785	12,395	52,000			
Sewer	$ 106,500	$ 106,500	Equipment Replacement	May-96	Jun-98	19,868	19,149				
Sewer	$ 143,500	$ 143,500	Sewer Rehab Design	May-96	Jun-98	27,163	26,188	5,200			
Sewer	$ 350,000	$ 350,000	West St. Pump Sta. Design	May-96	Jun-98	75,495	72,765				
Sewer	$ 243,300	$ 243,300	Sewer Master Plan (WPAT)	May-96	Nov-98	10,950	10,971	10,987	11,001	11,011	10,960
Sewer	$ 91,400	$ 91,400	Rehab Design (Area 19-1) (WPAT)	May-96	Nov-98	4,108	4,141	4,171	4,101	4,130	4,136
Sewer	$ 177,489	$ 177,489	Sewer Rehab (Webster St.) (WPAT)	May-96	Nov-98	7,897	7,868	7,936	7,902	7,965	7,983
Sewer	$ 1,380,400	$ 1,380,400	Sewer Rehab (Area 19-1) (WPAT)	May-96	Nov-98	62,029	62,111	62,274	62,316	61,558	61,607
Sewer	$ 1,076	$ 1,076	Sewer Master Plan (WPAT)	Feb-97	Nov-98	-	-	-	-	-	-
Sewer	$ 25,500	$ 25,500	Rehabilitation Design (Area 19-1) (WPAT)	Feb-97	Nov-98	5,700	5,450	5,200	-	-	-
Sewer	$ 39,511	$ 39,511	Sewer Rehab (Webster Street)	May-94	Jun-98	9,944	9,500	4,617			
Sewer	$ 4,989	$ 4,989	Sewer Rehab (Webster St. Drain)	May-95	Jun-98	1,256	1,200	583			
Sewer	$ 1,939,000	$ 1,863,700	West Street Pump Sta. Rehab	May-98	Jun-98	150,924	152,674	154,174	151,174	153,080	154,720
Sewer	$ 881,800	$ 794,549	West St. Force Main/Interceptor Const.	May-98	Jun-98	69,040	67,540	71,040	69,640	68,196	71,726
Sewer	$ 99,500	$ 99,500	Equipment Replacement	May-97	Jun-98	22,600	21,600	15,600			
Sewer	$ 3,500	$ 3,500	Sewer Rehab (Webster St. Drain) (WPAT)	Jun-97	Jun-98	-	-	-	-		
Sewer	$ 15,000	$ 15,000	Sewer Rehab (Area 19-1) (WPAT)	Nov-97	Jun-98	-	-				
Sewer	$ 100,500	$ 100,500	Vehicles and Equipment	Nov-97	Jun-98	54,520	52,000				
Sewer	$ 35,700	$ 35,700	West Street Pump Sta. Rehab.	Jun-97	Jun-98	11,200	5,725	5,488	5,250		
Sewer	$ 333,685	$ 333,685	Newman/Carol Road/Frank St. Const.	May-00	Jun-01	-	66,737	66,737	66,737	66,737	66,737
	$ 9,489,601	$ 9,107,050	TOTAL			$ 979,551	$ 894,814	$ 708,586	$ 595,909	$ 582,380	$ 404,427

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY02	FY03	FY04	FY05	FY2006	FY2007
Water	$ 191,000	$ 191,000	Rehabilitation	May-88	Oct-91	19,635	-	-	-	-	
Water	$ 400,000	$ 400,000	Rehabilitation	May-88	Oct-91	60,035	-	-	-	-	
Water	$ 300,000	$ 300,000	Rehabilitation	May-91	Feb-93	35,111	32,205	-	-	-	
Water	$ 200,000	$ 200,000	Rehabilitation	May-91	Sep-93	23,843	22,979	16,496	-	-	
Water	$ 500,000	$ 500,000	Rehabilitation	May-92	Sep-93	59,606	57,448	41,240	-	-	
Water	$ 500,000	$ 500,000	Rehabilitation	May-94	May-96	62,025	59,700	57,325	54,925	52,475	
Water	$ 200,000	$ 200,000	Rehabilitation	May-93	May-96	24,810	23,880	22,930	21,970	20,990	
Water	$ 185,000	$ 185,000	Water Master Plan	Oct-96	Jun-97	34,419	-	-	-	-	
Water	$ 335,000	$ 335,000	Treatment Plant	May-96	Jun-97	69,881	-	-	-	-	
Water	$ 66,000	$ 66,000	Equipment Replacement	May-97	Jun-98	12,488	12,037	-	-		
Water	$ 37,592	$ 37,592	MWRA Water Loan/Grant Program	Nov-97	May-99	7,518	7,518	7,518	-		
Water	$ 2,665,000	$ 2,665,000	Treatment Plant	May-98	Jun-99	212,879	208,129	208,379	209,379	210,048	210,428
Water	$ 79,500	$ 79,500	Equipment Replacement	May-98	Jun-99	17,100	16,350	15,600	-		
Water	$ 3,090,000	$ 3,090,000	Treatment Plant	Nov-97	Jun-99	242,095	248,845	241,095	241,495	241,545	246,295
Water	$ 285,500	$ 178,592	Treatment Plant	Nov-97	Jun-00	67,313	64,700	72,088	84,000	-	
Water	$ 155,000	$ 155,000	Treatment Plant		Jun-01	86,200	78,000	-	-	-	
Water	$ 15,000	$ 15,000	Water System Improvements - Fire Flow			10,600	5,200	-	-	-	
Water	$ 103,750	$ 103,750	Equipment			57,900	52,000	-	-	-	
Water	$ -	$ -	GIS				-	-	-	-	
Water	$ 60,000	-	Broadmeadow Rd. Main Design				-	6,000	6,000	6,000	6,000
Water	$ 257,304	$ 257,304	Broadmeadow Road Main Const.					19,730	19,730	19,730	19,730
	$ 9,605,646	$ 9,458,738	TOTAL			1,103,460	912,721	$ 708,401	637,499	550,788	$ 482,453

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY02	FY03	FY04	FY05	FY2006	FY2007
RTS	$ 135,000	$ 135,000	Recycling Exp.	May-88	Oct-91	17,875	17,175	11,465	10,985	10,495	
RTS	$ 318,000	$ 318,000	Recycling Exp.	May-88	Oct-91	37,215	35,820	34,395	32,955	31,485	
RTS	$ 225,000	$ 225,000	Transfer Station Roads	May-91	Feb-93	24,810	23,880	22,930	21,970	20,990	
RTS	$ 807,000	$ 807,000	Recycling Expansion	May-91	Sep-93	105,689	116,292	112,200	118,015	123,277	113,022
RTS	$ 31,000	$ 31,000	Transfer Trailer Replacement	May-92	Sep-93	6,258	-	-	-	-	
RTS	$ 25,000	$ 25,000	Transfer Trailer Replacement	May-94	May-96	5,393	5,198	-	-	-	
RTS	$ 9,000	$ 9,000	Recycling Expansion Contingency	May-93	May-96	-	-	-	-	-	
RTS	$ 67,800	$ 67,800	Container Roll Off Truck	Oct-96	Jun-97	17,100	16,350	15,600	-	-	
RTS	$ 13,424	$ 13,424	Transfer Trailers	May-96	Jun-97	5,250	-	-	-	-	
RTS	$ 150,000	$ 150,000	RTS Retaining Wall Construction	May-97	Jun-98	36,000	34,800	33,600	32,400	31,200	
	$ 1,801,224	$ 1,801,224	TOTAL			255,590	249,518	$ 230,190	216,325	217,447	$ 113,022
Total Issued	$ 20,876,471	$ 20,367,012				2,338,601	2,057,053	1,947,157	1,449,733	1,350,615	999,902

Authorized, Unissued

	Amount Authorized	Amount Issued	Purpose	Date Voted	FY02	FY03	FY04	FY05	FY2006	FY2007
Water	$ 241,906	-	Treatment Plant							
Water	$ 2,000	-	Equipment Replacement							
Water	$ 60,000	-	Broadmeadow Rd. Main Design		-	15,000	14,400	13,800	13,200	12,600
Water	$ 150,000	-	Water System - Fire Flow Improvements		-	41,250	39,600	37,950	36,300	34,650
Water	$ 142,686	-	Broadmeadow Rd. Main Const.			22,118	21,333	20,548	19,763	18,979
Water	$ 665,000		Water System Rehabilitation (MWRA)							
Water	$ 59,000	-	Geographic Info Systems			14,750	14,160	13,570	12,980	12,390
	$ 1,320,664	$ -	TOTAL		-	93,118	$ 89,493	85,868	82,243	$ 78,619

Authorized, Unissued

	Amount Authorized	Amount Issued	Purpose	Date Voted	Issue Date	FY02	FY03	FY04	FY05	FY2006	FY2007
Sewer	2,924	-	Sewer Engineering Master Plan	Oct-96			Candidate for recission				
Sewer	6,500	-	Sewer Rehabilitation Design	May-97							
Sewer	312,700	-	West St./Force Main Interceptor	May-98			300	288	276	264	252
Sewer	59,000	-	GIS	May-99			14,750	14,160	13,570	12,980	12,390
Sewer	546,315	-	Newman/Carol Road-Frank St. Const.	May-99			97,805	94,335	90,864	87,394	83,923
Sewer	150,000	-	Wastewater Rehabilitation (MWRA)	May-01							
Sewer	100,000	-	Richardson Drive Pump Station	May-01							
Sewer	100,000	-	Emergency Gen. - Kendrick St. Psta	May-00			25,000	24,000	23,000	22,000	21,000
	$ 1,277,439	$ -	TOTAL			-	137,855	$ 132,783	$ 127,710	$ 122,638	$ 117,565

Authorized, Unissued

	Amount Authorized	Amount Issued	Purpose	Date Voted	FY02	FY03	FY04	FY05	FY2006	FY2007
RTS	$ 23,000	$ -	Recycling Expansion, Contingency							
RTS	$ 26,576	$ -	Transfer Trailers	May-96						
RTS	$ 2,200	$ -	Container Roll Off Truck							
	$ 51,776	$ -	TOTAL		-	-	$ -	-	-	$ -
Total Unissued	2,649,819	-			-	230,973	222,276	213,578	204,881	196,184
Total Un/Issued	23,526,290	20,367,012			2,338,601	2,288,026	1,869,433	1,663,311	1,555,496	1,196,086

DEBT AUTHORIZED OUTSIDE LEVY LIMIT

Dept	Amount Authorized	Amount Issued	Purpose		FY02	FY03	FY04	FY05	FY2006	FY2007
Schools	128,000		Renovations							
Fire	98,000	98,000	Renovation #2	May-89	-					
Schools	6,444,000	6,444,000	Pollard	May-92	817,344	474,265	79,189	75,594		
Schools	3,800,000	3,800,000	Newman	Nov-96	477,725	482,030	485,090	486,865	487,315	486,623
Schools	880,000	880,000	Newman	Nov-96	-	-	-			
Landfill	1,285,000	1,285,000	Closure	May-97	-	-	-			
Landfill	472,000	472,000	Closure	May-97	-	-	-			
Schools	340,000	340,000	Newman	Nov-96	115,500	-	-			
Schools	152,000	152,000	Newman	Nov-96	35,775	34,350	32,925	31,500	-	-
Schools	5,350,000	5,350,000	High School Repairs	May-00	749,000	727,600	706,200	684,800	663,400	642,000
			Broadmeadow BANs		394,800					
Schools	15,950,000	522,000	Broadmeadow School Design/Ren	May-00	-	1,237,852	1,614,935	1,334,627	1,046,882	1,046,882
			Eliot Design BANs		13,198					
Schools	14,900,000	360,000	Eliot School Design/Ren	May-00	509,128	631,440	1,158,440	1,156,440	1,815,520	1,332,522
Schools	207,000	125,000	High Rock School Improvements	May-00	30,000	49,680	28,000	27,000	26,000	-
Schools	400,000	182,500	Newman School Improvements	May-00	49,800	45,600	44,000	32,400	31,200	-
ConCom	2,000,000	1,930,000	Land Acquisition - Wiswall Property	Nov-00	272,200	264,400	256,600	248,800	241,000	233,200
	$ 52,406,000	$ 21,940,500	TOTAL		3,464,470	3,947,217	$ 4,403,379	4,078,026	4,311,317	$ 3,741,227
			Reimbursements							
			Newman Reimbursement			0	(396,596)	(396,596)	(396,596)	(396,596)
			Eliot Reimbursement					-	(570,652)	(570,652)
			Broadmeadow Reimbursement					-	(660,831)	(660,831)
			HS Reimbursement	(514,249)	(514,249)	(514,249)	(514,249)			
			Pollard Reimbursement	(508,520)	(508,520)	(508,520)	(508,520)	(508,520)		
			TOTAL	(1,022,769)	(1,022,769)	(1,022,769)	(1,419,365)	(905,116)	(1,628,079)	(1,628,079)
			NET EXCLUDED DEBT SERVICE		2,441,701	2,924,448	2,984,014	3,172,910	2,683,238	2,113,148

Transfers from Finance Committee Reserve fund to Appropriation Accounts July 1, 2000 - June 30, 2001	
Department	**Amount**
Board of Health	$ 8,500
DPW	$ 60,000
Legal	$ 25,000
MBMB	$ 48,181
Park & Recreation	$13,000
Planning Board	$ 600
Police	$ 87,728
PPBC	$ 20,000
School Department	$ 7,002
Snow & Ice	$360,500
DPW – Vehicles	$ 40,000
Zoning Board	$ 1,570
Total	$ 672,081

GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE

Of Funded Full-Time Equivalent Positions

(Excludes Summer/Seasonal Positions)

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
GENERAL GOVERNMENT					
Board of Selectmen					
Town Administrator	NA	1.00	1.00	1.00	$101,999
Assistant to Town Administrator	NR-3	1.00	1.00	1.00	$33,107-$44,146
Department Assistant 1	TS-1	1.13	1.13	1.13	$20,836-$27,442
Department Assistant 2	TS-2	0.67	0.67	0.67	$24,456-$31,148
Asst. Town Admin/Personnel Dir.	M-3	1.00	1.00	1.00	$58,640-$73,484
Administrative Assistant	SS-3	1.00	1.00	1.00	$26,558-$34,854
Administrative Specialist	SS-4	1.00	1.00	1.00	$30,616-$39,024
Subtotal:		***6.80***	***6.80***	***6.80***	
Town Clerk					
Town Clerk	Elected	1.00	1.00	1.00	$64,777
Assistant Town Clerk	NR-3	1.00	1.00	1.00	$33,107-$44,146
Department Assistant 2	TS-2	2.00	2.00	2.00	$24,456-$31,148
Department Assistant 1	SS-1	0.00	0.00	0.00	$20,836-$27,443
Subtotal:		***4.00***	***4.00***	***4.00***	
Legal					
Town Counsel	Sch C				$56,141
Personnel Board					
Recording Secretary	Sch C				$1,913
FINANCE					
Assessors					
Administrative Assessor	M-2	1.00	1.00	1.00	$54,253-$68,016
Asst. Administrative Assessor	PT-4	1.00	1.00	1.00	$37,044-$48,400
Administrative Coordinator	TS-4	1.00	1.00	1.00	$30,616-$39,024
Department Specialist	TS-3	2.00	2.00	2.00	$26,557-$34,854
Department Assistant 2	TS-2	1.00	1.00	1.00	$24,456-$31,148
Subtotal:		***6.00***	***6.00***	***6.00***	
Finance Department					
Assistant Town Admin/Finance Dir.	M-4	0.00	0.00	1.00	$67,501-$84,554
Finance Director	M-4	1.00	1.00	0.00	$67,501-$84,554
Subtotal:		***1.00***	***1.00***	***1.00***	

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
Accounting					
Town Comptroller	M-2	1.00	1.00	1.00	$54,253-$68,016
Administrative Specialist	TS-4	2.00	2.00	2.00	$30,616-$39,024
Department Specialist	TS-3	0.80	0.80	0.80	$26,557-$34,854
Subtotal:		***3.80***	***3.80***	***3.80***	
Data Processing					
Director, MIS	M-3	1.00	1.00	1.00	$58,640-$73,484
Network Administrator	PT-6	1.00	1.00	1.00	$43,204-$56,448
GIS/Database Administrator	PT-5	1.00	1.00	1.00	$41,455-$53,324
Programmer/Computer Operator	PT-3	1.00	1.00	1.00	$33,107-$44,146
Computer Operator	PT-1	1.00	1.00	1.00	$27,598-$36,493
Technical Support Specialist	PT-3	1.00	1.00	1.00	$33,107-$44,146
Department Specialist	TS-3	0.20	0.00	0.00	$26,557-$34,854
PC Specialist	Sch C				
Subtotal:		***6.20***	***6.00***	***6.00***	
Treasurer					
Treasurer/Collector	M-2	1.00	1.00	1.00	$54,253-$68,016
Assistant Treasurer/Collector	NR-5	1.00	1.00	1.00	$41,455-$53,324
Department Specialist	TS-3	2.00	2.00	2.00	$26,558-$34,854
Department Specialist	SS-3	0.40	0.40	0.40	$26,558-$34,854
Department Assistant 2	TS-2	1.00	1.00	1.00	$24,456-$31,148
Department Assistant 1	SS-1	0.47	0.47	0.47	$20,836-$27,443
Subtotal:		***5.87***	***5.87***	***5.87***	
Finance Committee					
Finance Comm. Exec. Secretary	Sch C				$26,247
Retirement					
Senior Admin. Coordinator	TS-5	1.00	1.00	1.00	$32,173-$41,018
Department Specialist	TS-3	1.00	1.00	1.00	$26,557-$34,854
Subtotal:		***2.00***	***2.00***	***2.00***	
PUBLIC SAFETY					
Police Department					
Chief	Contract	1.00	1.00	1.00	$86,481
Lieutenant	P-3	3.00	3.00	3.00	$48,726-$61,875
Sergeant	P-2	8.00	8.00	8.00	$44,001-$51,129
Police Officer	P-1	36.00	37.00	37.00	$34,323-$41,380
Animal Control Officer	PB-1	1.00	1.00	1.00	$30,961-$41,084
Administrative Specialist	TS-4	1.00	1.00	1.00	$30,616-$39,024
Maintenance Worker/Custodian	NR-1	1.00	1.00	1.00	$27,598-$36,493
Department Assistant 2	TS-2	2.00	2.00	2.00	$24,456-$31,148

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
Public Safety Dispatcher	NR-1	5.00	3.00	3.00	$27,598-$36,493
Parking Enforcement Attendant	SS-2	1.00	1.00	1.00	$24,457-$31,148
Traffic Supervisor	Sch C	3.20	3.20	3.20	15.44/hour
Subtotal:		***62.20***	***61.20***	***61.20***	
Fire Department					
Fire Chief	M-5	1.00	1.00	1.00	$76,133-$95,403
Deputy Fire Chief Operations	F-4	1.00	1.00	1.00	$54-884-$60,362
Deputy Fire Chief	F-4	4.00	4.00	4.00	$54-884-$60,362
Fire Captain	F-3	2.00	2.00	2.00	$51,164-$52,763
Fire Lieutenant	F-2	6.00	6.00	6.00	$44,138-$48,543
Firefighter	F-1	52.00	52.00	52.00	$34,784-$41,380
Asst., Super., Fire Alarm	FA-2	1.00	1.00	1.00	$40,779-$49,051
Management Analyst	PT-7	1.00	1.00	1.00	$46,250-$60,426
Administrative Assistant	TS-3	1.03	1.03	1.03	$26,557-$34,854
Public Safety Dispatcher	NR-1	4.00	4.00	4.00	$27,598-$36,493
Public Safety Dispatch Super.	NR-4	1.00	1.00	1.00	$37,044-$48,400
Dir. Emergency Mgmt.	Sch C				$2,000
Asst. Dir. Emergency Mgmt.	Sch C				$1,500
Subtotal:		***74.03***	***74.03***	***74.03***	
Building					
Inspector of Buildings	M-2	1.00	1.00	1.00	$54,253-$58,230
Inspector of Plumbing and Gas	NR-4	0.53	1.00	0.80	$37,044-$48,400
Inspector of Wires	NR-4	0.53	1.00	0.80	$37,044-$48,400
Local Building Inspector	NR-5	1.00	1.00	1.00	$41,455-$53,324
Sealer of Weights and Measures	NR-4	0.25	0.25	0.25	$37,044-$48,400
Administrative Specialist	TS-4	1.00	1.00	1.00	$37,044-$48,400
Department Assistant 2	TS-2	1.00	1.00	1.00	$24,456-$31,148
Building Inspector Substitute	Sch C				$16.70/Hour
Plumbing & Gas Inspector Sub.	Sch C				$12.00/Inspection
					$41.00/Per Diem
Wire Inspector Substitute	Sch C				$12.00/Inspection
					$41.00/Per Diem
Subtotal:		***5.31***	***6.25***	***5.85***	
PUBLIC FACILITIES					
Department of Public Works					
Director	M-5	1.00	1.00	1.00	$76,133-$95,403
Town Engineer	M-3	1.00	1.00	1.00	$58,640-$73,484
Division Super. Water & Sewer	M-3	1.00	1.00	1.00	$58,640-$73,484
Division Super. Highway	M-2	1.00	1.00	1.00	$54,253-$68,016
Division Super. Parks	M-2	1.00	1.00	1.00	$54,253-$68,016
Garage & Equipment Supervisor	M-1	1.00	1.00	1.00	$46,646-$58,466
Division Super. Solid Waste	M-1	0.00	1.00	1.00	$46,646-$58,466

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
Assistant Town Engineer	NR-6	1.00	1.00	1.00	$43,205-$56,448
Contract Administrator	NR-6	0.00	0.00	1.00	$43,205-$56,448
Administrative Services Manager	NR-5	1.00	1.00	1.00	$41,455-$53,324
Assistant Superintendent	NR-5	5.00	4.00	4.00	$41,455-$53,324
Water Treatment Facility Mgr	NR-5	1.00	1.00	1.00	$41,455-$53,324
Civil Engineer	NR-4	1.00	1.00	1.00	$37,044-$48,400
Survey Party Chief	NR-3	2.00	2.00	2.00	$33,107-$44,146
Senior Draftsman	NR-2	2.00	2.00	2.00	$31,774-$41,512
Senior Admin. Coordinator	TS-5	1.00	1.00	1.00	$32,173-$41,018
Department Specialist	TS-3	2.00	2.00	2.00	$26,557-$34,854
Department Assistant 2	TS-2	1.00	1.00	1.00	$24,456-$31,148
Master Mechanic	W-7	1.00	1.00	1.00	$17.48-$20.75/hour
Public Works Inspector	W-7	2.00	2.00	2.00	$17.48-$20.75/hour
Chief Pumping Station Operator	W-7	1.00	1.00	1.00	$17.48-$20.75/hour
Working Foreman	W-6	8.00	9.00	9.00	$16.92-$20.07/hour
Public Works Technician	W-5	0.00	0.00	1.00	$15.65-$18.57/hour
Equipment Mechanic	W-5	3.00	3.00	3.00	$15.65-$18.57/hour
Pumping Station Operator	W-5	3.00	3.00	3.00	$15.65-$18.57/hour
HMEO	W-4	11.00	10.00	10.00	$14.57-$17.36/hour
Craftsworker	W-4	18.00	18.00	17.00	$14.57-$17.36/hour
Tree Climber	W-4	2.00	2.00	2.00	$14.57-$17.36/hour
Public Works Specialist	W-4	1.00	1.00	1.00	$14.57-$17.36/hour
Weighmaster	W-3	1.00	1.00	1.00	$13.68-$16.37/hour
Laborer 3	W-3	2.00	3.00	3.00	$13.68-$16.37/hour
Laborer 2	W-2	7.00	7.00	5.00	$13.14-$15.34/hour
Laborer 1	W-1	1.00	1.00	3.00	$12.30-$14.16/hour
Student Draftsman/Rodman	Sch C				$11.35-$13.46/hour
Subtotal:		***84.00***	***85.00***	***86.00***	
Municipal Building Maintenance Board					
Director	M-4	1.00	1.00	1.00	$67,501-$84,554
Supervisor of Custodial Services	NR-5	1.00	1.00	1.00	$41,455-$53,324
Administrative Specialist	TS-4	1.00	1.00	1.00	$30,616-$39,024
Department Specialist	TS-3	0.53	0.53	0.53	$26,557-$34,854
Senior Building Custodian	T-10	2.00	2.00	1.00	$32,190-$37,214
Senior Custodian 1	BC-2	10.00	10.00	9.00	$29,782-$35,046
Senior Custodian 2	BC-3	1.00	1.00	2.00	$31,724-$36,802
Custodian	BC-1	27.30	27.30	27.30	$27,028-$31,805
Warehouse Person	BT-1	1.00	1.00	1.00	$31,561-$37,139
General Maintenance	AC-3	1.00	1.00	1.00	$28,642-$33,737
HVAC Technician	BT-3	1.00	1.00	1.00	$38,198-$44,950
Carpenter	BT-2	1.00	1.00	1.00	$34,717-$40,853
Craftsworker	BT-2	3.00	3.00	3.00	$34,717-$40,853
Plumber	BT-3	1.00	1.00	1.00	$38,198-$44,950
Electrician	BT-3	1.00	1.00	1.00	$38,198-$44,950
Building Monitor	Sch C				8.88/hour

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
Subtotal:		***52.83***	***52.83***	***52.83***	
Permanent Public Building Comm.					
Bldg. Construction/Renov. Mgr.	M-3	1.00	1.00	1.00	$58,640-$73,484
Committee Secretary	SS-3	0.25	0.25	0.25	$26,558-$34,854
Subtotal:		***1.25***	***1.25***	***1.25***	
HUMAN SERVICES					
Board of Health					
Director	M-3	1.00	1.00	1.00	$58,640-$73,484
Environmental Health Agent	PT-5	1.00	1.12	1.12	$41,455-$53,324
Nutritionist	PT-3	0.60	0.60	0.08	$33,107-$44,146
Program Coordinator	NR-2	0.00	0.00	0.60	$31,774-$41,512
Public Health Nurse	PT-5	1.17	1.26	1.26	$41,455-$53,324
Administrative Specialist	TS-4	1.00	1.00	1.00	$30,616-$39,024
Department Assistant 2	SS-1	0.40	0.40	0.40	$20,836-$27,443
Animal Inspector	Sch C				2,000/year
Seasonal Packer/Driver	Sch C				10.24/hour
Recording Secretary	Sch C				14.49/hour
Subtotal:		***5.17***	***5.38***	***5.46***	
Veterans Services					
Director	M-1	0.53	0.53	0.53	$46,646-$58,466
Department Specialist	TS-3	0.53	0.53	0.53	$26,557-$34,854
Subtotal:		***1.06***	***1.06***	***1.06***	
Youth Commission					
Director	M-2	1.00	1.00	1.00	$54,253-$68,016
Social Worker	PT-3	2.00	2.00	2.00	$33,107-$44,146
Administrative Assistant	TS-3	0.80	0.80	0.80	$26,557-$34,854
Subtotal:		***3.80***	***3.80***	***3.80***	
Council on Aging					
Executive Director	M-2	1.00	1.00	1.00	$54,253-$68,016
Associate Director	PT-4	1.00	1.00	1.00	$37,044-$48,400
Outreach Worker	PT-2	0.25	0.25	0.25	$31,774-$41,512
Social Worker	PT-3	1.00	1.00	1.00	$33,107-$44,146
Department Assistant 2	TS-2	1.20	0.50	0.50	$24,456-$31,148
Program Coordinator	NR-2	0.00	0.80	0.80	$31,774-$41,512
Program Coordinator PT	Sch C				15.05/hour
Assistant	Sch C				11.69/hour
Assistant Program Coordinator	Sch C				13.19/hour
Recording Secretary	Sch C				14.49/hour
Subtotal:		***4.45***	***4.55***	***4.55***	

TITLE	GRADE	FUNDED FY2000	FUNDED FY2001	FUNDED FY2002	ANNUALIZED SALARY RANGE
DEVELOPMENT					
Director	M-2	1.00	1.00	1.00	$54,253-$68,016
Assistant Planning Director	NR-3	1.00	1.00	1.00	$33,107-$44,146
Recording Secretary	Sch C				14.49/hour
Subtotal:		***2.00***	***2.00***	***2.00***	
Conservation Commission					
Conservation Officer	NR-3	0.70	0.70	0.70	$33,107-$44,146
Subtotal:		***0.70***	***0.70***	***0.70***	
Board of Appeals					
Committee Secretary	SS-3				$14.10/hour
Subtotal:					
CULTURE AND LEISURE SERVICES					
Library					
Director	M-3	1.00	1.00	1.00	$58,640-$73,484
Assistant Director	NR-6	1.00	1.00	1.00	$43,205-$56,448
Reference Supervisor	NR-4	1.00	1.00	1.00	$37,044-$48,400
Children's Supervisor	NR-4	1.00	1.00	1.00	$37,044-$48,400
Tech. Services Supervisor	NR-4	1.00	1.00	1.00	$37,044-$48,400
Reference Librarian/AV Specialist	NR-3	1.00	1.00	1.00	$33,107-$44,146
Circulation Supervisor	SS-5	1.00	1.00	1.00	$32,173-$41,018
Assistant Children's Librarian	SS-4	1.00	1.00	1.00	$30,616-$39,024
Assistant Cataloguer	SS-3	1.00	1.00	1.00	$26,558-$34,854
Administrative Assistant	TS-3	1.00	1.00	0.00	$26,557-$34,854
Administrative Specialist	TS-4	0.00	0.00	1.00	$30,616-$39,024
Library Assistant	SS-2	6.16	6.16	6.16	$24,457-$31,148
Reference Librarian PT	NR-2	2.48	2.48	2.48	$31,774-$41,512
Library Page	Sch C				6.75-7.22/hour
Subtotal:		***18.64***	***18.64***	***18.64***	
Park & Recreation					
Director	M-2	1.00	1.00	1.00	$54,253-$68,016
Assistant Director	PT-4	1.00	1.00	1.00	$37,044-$48,400
Administrative Specialist	TS-4	1.00	1.00	1.00	$30,616-$39,024
Department Assistant 2	TS-2	1.00	1.00	1.00	$24,456-$31,148
Subtotal:		***4.00***	***4.00***	***4.00***	
Totals		**355.11**	**356.16**	**355.84**	

NEEDHAM PUBLIC SCHOOLS SALARY AND STAFFING SCHEDULE

CLASSIFICATION	EMPLOYEES	NUMBER OF FTE	SALARY MINIMUM	SALARY MAXIMUM
Superintendent	1.00	1.00		120,000
Central Administrators	3.00	3.00	89,169	103,849
Director of Financial Operations	1.00	1.00	67,421	82,101
High School Principal	1.00	1.00		102,218
Middle School Principal	1.00	1.00		96,780
Elementary Principal	5.00	5.00	85,906	87,538
High School Asst. Principal	2.00	2.00	65,025	85,572
M.S. House Administrator	3.00	3.00	60,457	81,002
Elementary Asst. Principal	1.00	1.00	50,345	72,745
Director	5.00	5.00	60,457	81,002
Director of Special Education	3.00	3.00	60,457	81,002
Department Chairs	4.00	2.30	53,406	77,367
Teacher	402.00	356.00	32,463	67,798
Nurse	13.00	11.00	32,463	52,818
Instructional Assistants	90.00	82.74	12.83/hour	23.72/hour
Permanent Substitute	4.00	4.00		$87.57/day
Network Administrator	1.00	1.00	53,013	57,585
School Office Assistants	18.00	9.00	8.79/hour	11.60/hour
Mail Carrier/Production Center	1.00	1.00		14.57/hour
Secretary	45.00	30.00	13.37/hour	22.35/hour
Grants Coordinator	1.00	0.80	42,230	47,531
Administrative Assistant	1.00	0.50	37,266	53,115
Bus Driver	1.00	1.00		17.35/hour
Transportation Coordinator	1.00	0.50	28,472	34,955
Budget Analyst	1.00	1.00	39,714	46,040
Totals	**609.00**	**526.84**		

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Needham Board of Selectmen
1471 Highland Avenue
Needham, MA 02492

BULK RATE
US Postal Permit
Boston, MA
Permit No. 58224

NEEDHAM RESIDENT

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

WEDNESDAY, MAY 8, 2002

7:30 P.M.

NEWMAN ELEMENTARY SCHOOL **NEEDHAM**

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Newman Elementary School in said Town on

MONDAY, THE EIGHTH OF MAY, 2002

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROPRIATE FOR MIDDLE SCHOOL FEASIBILITY STUDY

To see if the Town will vote to raise, appropriate and/or transfer the sum of $50,000 for a Middle School Feasibility Study, to be spent under the direction of the Permanent Public Building Committee, said amount to be raised by a transfer from the FY2002 Needham Public Schools Operating Budget; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 1 Explanation: Due to excessive overcrowding at the Pollard Middle School, the School Committee has accepted a long-term recommendation from its Middle School Task Force to determine the location of potential sites, the viability of those sites, the construction costs, and other issues related to the building of a second middle school. The School Committee has now determined that the most viable location is at the High Rock site and wishes to focus this study on its feasibility. The study would build on the preliminary work that was included in the Kaestle-Boos study.

ARTICLE 2: AMEND CLASSIFICATION AND STANDARD RATES OF COMPENSATION

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 2 Explanation: In accordance with M.G.L. Chapter 41, Section 108A, the Town annually adopts a classification and compensation schedule for General Government employees, other than employees covered by labor contracts. The Personnel Board is recommending a classification and compensation adjustment for administrative and support titles effectiveJanuary 1, 2002. The proposed changes result from a classification and compensation analysis, and were deferred from the May, 2001 Annual Town Meeting because the work had not yet been completed.

ARTICLE 3: PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and appropriate, or otherwise provide, such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

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ARTICLE 4: AMEND FY2002 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Operating Budget adopted under Article 24 of the May 2001 Annual Town Meeting, and amended under Article 11 of the November 5, 2001 Special Town Meeting, and further amended under Article 1 of the March 25, 2002 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	360,424	362,624
103	Selectmen, Purchase of Service	152,498	164,498
106	Town Clerk, Salaries	167,542	168,042
201	Assessors, Salaries	261,073	262,473
205	Finance Department, Salaries	819,958	822,258
212	Finance Committee Reserve	566,387	538,837
401	Police, Salaries	3,772,923	3,773,723
402	Police, Purchase of Service	64,300	Amount to be determined
403	Police, Expenses	130,935	Amount to be determined
404	Police, Capital Outlay	123,358	Amount to be determined
405	Fire, Salaries	4,724,012	4,724,362
409	Building, Salaries	258,232	259,832
501	Public Works, Salaries	2,374,781	2,338,081
502	Public Works, Purchase of Service	457,761	480,761
503	Public Works, Expenses	300,430	315,430
506	Building Maintenance, Salaries	2,043,749	2,069,349
508	Building Maintenance, Expense	302,235	277,235
510	PPBC, Salaries	80,178	80,228
601	Board of Health, Salaries	262,711	258,411
604	Board of Health, Capital Outlay	500	5,000
605	Veteran's Services, Salaries	47,236	47,486
609	Youth Commission, Salaries	156,646	156,796
613	Council on Aging, Salaries	202,314	202,364
701	Planning Board, Salaries	117,190	117,240
709	Board of Appeals, Salaries	6,277	6,777
801	Library, Salaries	741,536	744,536
806	Park and Recreation, Salaries	345,379	345,629

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

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ARTICLE 5: AMEND WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting and amended under Article 12 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	757,321	697,321
902	Purchase of Service	328,850	386,850
903	Expenses	284,363	274,363
906	Emergency Repairs	50,000	62,000
907A	Claims Contingency	75,000	Amount to be determined

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 5 Explanation: The budget adjustments are attributable primarily to the number of water main breaks, and to failed cabling and under-funded energy costs at Water Treatment Facility. The June 30, 2001 audited retained earnings are $253,425. The retained earnings target for fiscal year 2002 based on the policy of the Board of Selectmen is $497,732.

ARTICLE 6: AMEND WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001 Annual Town Meeting and amended under Article 13 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	424,299	404,299
913	Emergency Repairs	20,000	192,000

and further that the following items be funded in the following amounts by a transfer from the Wastewater Enterprise Fund Retained Earnings:

913	Emergency Repairs	152,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen / Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article 6 Explanation: The budget adjustments are attributable primarily to a sewer force main break under Route 128 in October, 2001. The DPW issued an emergency procurement and was able to replace the pipe through a new "pipe bursting" technology. The cost of the repair was approximately $152,000. The June 30, 2001 audited retained earnings are $431,849. The retained earnings target for fiscal year 2002 based on the policy of the Board of Selectmen is $1,078,339.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this Ninth day of April 2002

Gerald A. Wasserman
Colleen F. Schaller
Daniel P. Matthews
William M. Powers
John H. Cogswell

Board of Selectmen

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

TOWN OF NEEDHAM

FISCAL YEAR 2002

TOWN CLERK'S RECORDS

OF THE

SPECIAL STATE PRIMARY
Tuesday, September 11, 2001

SPECIAL STATE ELECTION
Tuesday, October 16, 2001

SPECIAL TOWN MEETING
Monday, November 5, 2001

SPECIAL TOWN MEETING
Monday, March 25, 2002

ANNUAL TOWN ELECTION
Monday, April 8, 2002

ANNUAL TOWN MEETING
Monday, May 6, 2002

SPECIAL TOWN MEETING
Wednesday, May 8, 2002

TOWN OF NEEDHAM

FISCAL YEAR 2002

TOWN CLERK'S RECORDS

OF THE

SPECIAL STATE PRIMARY
Tuesday, September 11, 2001

SPECIAL STATE ELECTION
Tuesday, October 16, 2001

SPECIAL TOWN MEETING
Monday, November 5, 2001

SPECIAL TOWN MEETING
Monday, March 25, 2002

ANNUAL TOWN ELECTION
Monday, April 8, 2002

ANNUAL TOWN MEETING
Monday, May 6, 2002

SPECIAL TOWN MEETING
Wednesday, May 8, 2002

RECORD OF THE SPECIAL STATE PRIMARY

Tuesday, September 11, 2001

Pursuant to a Warrant issued by the Selectmen August 21, 2001 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the eleventh day of September in the year 2001 at seven o'clock in the forenoon for the purpose of nominating a Representative in Congress, Ninth Congressional District. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Warrant and the Officer's Return were read by the Wardens of the Precincts.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - High Rock School - Gymnasium
Precinct E - Pollard Middle School - Room 226
Precinct F - Stephen Palmer Community Room
Precinct G - NeedhamPublic Library Community Room
Precinct H - Needham Public Library Community Room
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	59	64	74	96	98
9:00 A.M.	137	133	189	164	174
10:00 A.M	184	185	246	206	215
11:00 A.M.	219	248	313	244	263
12:00 NOON	244	289	365	284	310
1:00 P.M.	288	330	417	332	358
2:00 P.M.	358	397	510	408	415
3:00 P.M.	409	439	587	455	500
4:00 P.M.	476	505	634	521	585
5:00 P.M.	553	580	700	576	667
6:00 P.M.	653	684	770	679	748
7:00 P.M.	703	720	851	761	832
8:00 P.M.	755	775	895	809	877

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	135	84	53	101	76
9:00 A.M.	191	156	139	199	160
10:00 A.M.	302	187	195	255	210
11:00 A.M.	337	267	245	324	273
12:00 NOON	384	298	282	367	318
1:00 P.M.	440	355	338	410	365
2:00 P.M.	523	434	421	488	426
3:00 P.M.	589	504	503	562	525
4:00 P.M.	658	563	550	621	564
5:00 P.M.	743	642	693	702	651
6:00 P.M.	837	717	750	796	747
7:00 P.M.	909	800	843	886	829
8:00 P.M.	961	849	878	938	870

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:16 P.M., September 11, 2001.

The total number of votes cast was as follows:

	Republican	Democrat	Libertarian	Total
Precinct A	63	692	0	755
Precinct B	67	708	0	775
Precinct C	117	781	0	898
Precinct D	76	733	0	809
Precinct E	71	806	0	877
Precinct F	94	867	0	961
Precinct G	72	777	0	849
Precinct H	104	783	0	887
Precinct I	103	835	0	938
Precinct J	84	786	0	870

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST - 8,619

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
DEMOCRATIC PARTY											
Total # of Votes Cast	692	708	781	733	806	867	777	783	835	786	7,768
REPRESENTATIVE IN CONGRESS (Ninth District)											
William A. Ferguson, Jr.	0	0	0	1	2	0	2	0	0	1	6
Cheryl Ann Jacques	532	544	649	580	582	643	537	524	665	620	5,876
Brian A. Joyce	44	16	33	35	39	51	26	43	46	29	362
Stephen F. Lynch	100	126	83	97	148	145	179	187	91	117	1,273
Marc R. Pacheco	7	9	8	7	11	9	11	11	14	8	95
William F. Sinnott	3	9	7	5	21	15	18	13	19	8	118
John E. Taylor	3	2	0	5	2	3	3	4	0	2	24
Scattered Write-Ins	0	0	1	0	0	0	0	0	0	0	1
Blanks	3	2	0	3	1	1	1	1	0	1	13
REPUBLICAN PARTY											
Total # of Votes Cast	63	67	117	76	71	94	72	104	103	84	851
REPRESENTATIVE IN CONGRESS (Ninth District)											
William D. McKinney	26	28	29	28	17	27	27	35	32	22	271
Jo Ann Sprague	35	35	63	45	53	63	43	62	66	57	522
Scattered Write-Ins	1	4	24	2	1	3	0	7	4	5	51
Blanks	1	0	1	1	0	1	2	0	1	0	7
LIBERTARIAN PARTY											
Total # of Votes Cast	0	0	0	0	0	0	0	0	0	0	0
REPRESENTATIVE IN CONGRESS (Ninth District)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	0	0	0	0	0	0
GREEN PARTY PARTY											
Total # of Votes Cast	0	0	0	0	0	0	0	0	0	0	0
REPRESENTATIVE IN CONGRESS (Ninth District)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	0	0	0	0	0	0

The ballots cast in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:16 P.M., September 11, 2001.

A true copy
ATTEST:

Theodora K. Eaton, CMC
Town Clerk

RECORD OF THE SPECIAL STATE ELECTION

Tuesday, October 16, 2001

Pursuant to a Warrant issued by the Selectmen September 25, 2001 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the sixteenth day of October in the year 2001 at seven o'clock in the forenoon for the purpose of nominating a Representative in Congress, Ninth Congressional District. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Warrant and the Officer's Return were read by the Wardens of the Precincts.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - High Rock School - Gymnasium
Precinct E - Pollard Middle School - Room 226
Precinct F - Stephen Palmer Community Room
Precinct G - NeedhamPublic Library Community Room
Precinct H - Needham Public Library Community Room
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	5	25	21	28	24
9:00 A.M.	44	44	56	43	38
10:00 A.M	56	64	80	64	59
11:00 A.M.	77	87	124	85	84
12:00 NOON	99	106	143	103	103
1:00 P.M.	112	117	162	125	132
2:00 P.M.	125	146	187	147	171
3:00 P.M.	140	168	218	167	186
4:00 P.M.	161	188	236	183	220
5:00 P.M.	189	218	262	201	247
6:00 P.M.	214	245	293	226	293
7:00 P.M.	247	294	330	266	334
8:00 P.M.	270	325	355	297	359

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	29	31	25	27	27
9:00 A.M.	47	50	53	44	44
10:00 A.M.	72	61	72	63	64
11:00 A.M.	112	75	110	84	78
12:00 NOON	134	97	142	103	107
1:00 P.M.	151	120	165	121	122
2:00 P.M.	177	142	201	140	138
3:00 P.M.	194	162	233	155	154
4:00 P.M.	216	189	262	180	180
5:00 P.M.	245	218	298	220	209
6:00 P.M.	283	254	329	262	248
7:00 P.M.	322	301	360	323	293
8:00 P.M.	374	349	395	348	336

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 8:58 P.M., October 16, 2001.

The total number of votes cast was as follows:

	Total
Precinct A	270
Precinct B	325
Precinct C	355
Precinct D	297
Precinct E	359
Precinct F	374
Precinct G	349
Precinct H	395
Precinct I	348
Precinct J	336

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST - 3,408

(18.03% of Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	270	325	355	297	359	374	349	395	348	336	3,408
REPRESENTATIVE IN CONGRESS (Ninth District)											
Stephen F. Lynch	109	129	122	121	147	156	163	161	133	123	1,364
Jo Ann Sprague	150	188	223	166	207	203	173	225	198	200	1,933
Susan C. Gallagher	2	1	3	2	0	3	5	4	3	1	24
Brock R. Satter	2	3	2	4	2	5	3	2	2	3	28
Scattered Write-Ins	6	4	5	4	2	6	5	3	12	9	56
Blanks	1	0	0	0	1	1	0	0	0	0	3

The ballots cast in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 8:58P.M., October 16, 2001.

A true copy
ATTEST:

Theodora K. Eaton, CMC
Town Clerk

SPECIAL TOWN MEETING

November 5, 20001

Pursuant to a Warrant issued by the Selectmen October 16, 2001 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman Elementary School on Monday, November 5, 2001, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 235 voters, including 218 Town Meeting Members, were checked on the list as being present.

The meeting was called to order at 7:30 o'clock by the Moderator, Michael K. Fee. The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator introduced the First Grade Class at the Hillside School who sang "America The Beautiful" and "This Land Is Your Land" led by their teacher, Marjorie M. Margolis, and accompanied by pianist Judy Pike. Town Meeting members joined the first graders in pledging allegiance to the flag. The Moderator requested Town Meeting Members to recite The American's Creed led by Town Meeting Member Carol Johnson Boulris. The Moderator thanked Mike Reilly and J. P. Mulligan for managing the microphones this evening.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. I ask that you rise to be recognized and address the Moderator. Please state your name and precinct when recognized so that the Town Clerk may keep an accurate record.

3. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

4. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

5. Short motions to amend and procedural motions need not be in writing.

6. Parliamentary procedures known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

7. Limits on debate shall be enforced by the Moderator.

8. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

9. As stated in the Moderator's memorandum to Town Meeting Members, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

10. Unanimous consent was given to adopt the following limits of debate:

15 Minutes - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

As in previous years, with respect to Article 11, an amendment to Article 24, the Fiscal Year 2001 Operating Budget, as well as Articles 12 and 13, no motion to amend which adds funds to a particular line item or items will be in order unless the movant identifies the line items elsewhere in the budget from which these funds will be taken.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator announced that the proponents no longer have an interest in Article 8 and it is herewith withdrawn.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 10 and 13. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder is as follows:

ARTICLE 10: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the

Needham Police Superior Officers Association, and to recommend amending the necessary line items in the Fiscal Year 2002 Operating Budget adopted under Article 24 of the Annual Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting to fund same; or take any other action relative thereto.

Article 10 Explanation: A summary of this collective bargaining agreement will be provided at Town Meeting if agreement is reached with this Union.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to recommend amending the necessary line items in the Fiscal Year 2002 Operating Budget adopted under Article 24 of the Annual Town Meeting, and proposed to be amended under Article 11 of this Special Town Meeting to fund same.

ACTION: So voted by unanimous vote.

ARTICLE 13: AMEND FY2002 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F½ ;

Line Item	Appropriation	Changing From	Changing To
908	Salaries	$ 414,157	$ 424,299
912	MWRA Assessment	4,474,927	4,378,298

Or take any other action relative thereto.

Article 13 Explanation: The budget adjustment in salaries is to reflect the implementation of a new classification plan adopted at the 2001 Annual Town Meeting. The reduction in the MWRA Assessment is attributable to the Town's on-going efforts to reduce infiltration and inflow (I/I) into the wastewater system. The June 30, 2001 estimate of retained earning is $650,000. The retained earnings target for FY02, based on the Board's policy, is $1,078,339. The retained earnings shortfall is scheduled to be recovered over the next three years.

MOVED: That the Town vote to amend and supersede certain parts of the FY2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F½ ;

Line Item	Appropriation	Changing From	Changing To
908	Salaries	$ 414,157	$ 424,299
912	MWRA Assessment	4,474,927	4,378,298.

ACTION: So voted by unanimous vote

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 1: AMEND ZONING BY-LAW – MAP CHANGE TO GENERAL RESIDENCE DISTRICT

To see if the Town will vote to amend the Zoning Map of the Town of Needham to change from a Single Residence B District to a General Residence District a certain area of land owned by the Needham Housing Authority lying southeast of the MBTA Right-of-Way, comprising parcels 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 41 on Assessor's Plan No. 134, parcels 9, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 63, 64, 65, 66, 67, 68 on Assessor's Plan No. 135, and parcel 40 on Assessor's Plan No. 138. Said land is bounded and described as follows:

"Bounded on the southeast by northwesterly sideline of the MBTA Right-of-Way, bounded on the southwest by the northeasterly lines of Lots 80 thru 83 as shown on LCC 4382Q and Lots 84 thru 91 and Lots 1 thru as shown on LCC 4382 P, bounded on the north by the southerly lines of Lots 1 thru 9, on a plan recorded at the Norfolk County Registry of Deeds (NCRD) as Plan 139 A of 1939 and by the south sideline of Sylvan Road, bounded on the northeast and north by the southwesterly and southerly lines of Lots 50 thru 57 on a plan filed in NCRD as Plan 932 of 1947, bounded on the north by the southerly line of the 1952 acceptance of Linden Street, bounded on the west by the easterly sideline of said acceptance, bounded on the north and west by southerly and easterly lines on a plan filed in the NCRD as Plan 512 of 1952, bounded on the northeast by the southwesterly line on a plan filed in the NCRD as Plan 738 of 1961 and bounded on the east and north by the westerly and southerly line on a plan filed in NCRD as Plan 1059 of 1963."

Said description meaning and intended to contain all lands shown on a plan filed in NCRD as Plan 480 of 1967 and a plan entitled "Alignment Plan for Needham Housing Authority, Veterans Housing Project, Needham, Mass.", approved April 12, 1949 and May 24, 1949 and filed in the Engineering Division of the Needham DPW as Plan Y-364.

or take any other action relative thereto.

Article 1 Explanation: This article would change the zoning of certain land currently owned by the Needham Housing Authority from Single Residence B to General Residence – the change would allow the construction of duplexes in addition to single-family homes.

The Needham Housing Authority owns eighty single-family homes in the High Rock neighborhood that are currently rented to low- and moderate-income families. The area is currently zoned Single Residence B and this request would change it to General Residence. The purpose of this requested change is to allow the Needham

Housing Authority to increase the total number of units and the diversity of housing options in the area by replacing some of the single-family homes with duplexes.

Eighty units would remain available for rental housing. Additional units that are created would be sold to low- and moderate-income families and first-time homebuyers. Units that are sold would have deed restrictions to preserve the affordability in perpetuity. The units would be part of a condominium association and the Needham Housing Authority would remain actively involved in assuring that the purchased units are maintained.

This proposal addresses several key needs with minimum impact on the community. First, Needham desperately needs more affordable housing units in order to meet the needs of its residents and the State's mandate. Second, Needham would benefit from a more diverse affordable housing inventory by adding units for homeownership in addition to rental housing. Third, residents of the Needham Housing Authority whose income and rent increase over time would be able to move into the private market without leaving the community where they currently live and work. Fourth, the newer and larger duplex buildings would improve the appearance of the neighborhood and be more in keeping with the surrounding privately owned homes. And finally, this is an appropriate change in zoning in this area as there is already a General Residence zone contiguous to a portion of the subject property.

MOVED: That the Town vote to amend the Zoning Map of the Town of Needham to change from a Single Residence B District to a General Residence District a certain area of land owned by the Needham Housing Authority lying southeast of the MBTA Right-of-Way, comprising parcels 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 41 on Assessor's Plan No. 134, parcels 9, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 63, 64, 65, 66, 67, 68 on Assessor's Plan No. 135, and parcel 40 on Assessor's Plan No. 138. Said land is bounded and described as follows:

"Bounded on the southeast by northwesterly sideline of the MBTA Right-of-Way, bounded on the southwest by the northeasterly lines of Lots 80 thru 83 as shown on LCC 4382Q and Lots 84 thru 91 and Lots 1 thru as shown on LCC 4382 P, bounded on the north by the southerly lines of Lots 1 thru 9, on a plan recorded at the Norfolk County Registry of Deeds (NCRD) as Plan 139 A of 1939 and by the south sideline of Sylvan Road, bounded on the northeast and north by the southwesterly and southerly lines of Lots 50 thru 57 on a plan filed in NCRD as Plan 932 of 1947, bounded on the north by the southerly line of the 1952 acceptance of Linden Street, bounded on the west by the easterly sideline of said acceptance, bounded on the north and west by southerly and easterly lines on a plan filed in the NCRD as Plan 512 of 1952, bounded on the northeast by the southwesterly line on a plan filed in the NCRD as Plan 738 of 1961 and bounded on the east and north by the westerly and southerly line on a plan filed in NCRD as Plan 1059 of 1963."

Said description meaning and intended to contain all lands shown on a plan filed in NCRD as Plan 480 of 1967 and a plan entitled "Alignment Plan for Needham Housing Authority, Veterans Housing Project, Needham, Mass.", approved April 12, 1949 and May 24, 1949 and filed in the Engineering Division of the Needham DPW as Plan Y-364.

A motion to amend was offered by Debra G. Bailin that the main motion under Article 1 be amended by adding after the words: "Bounded on the southeast by northwesterly sideline of the MBTA Right-Of-Way, bounded on the southwest by the northeasterly lines of Lots 80 through 83 as shown on LCC 4382Q and Lots 84 though 91 and Lots 1 through" the number "8".

Mr. Richard W. Gatto, Chairman, addressed this proposal on behalf of the Needham Housing Authority. This plan would increase housing, provide home ownership to first time home buyers with low to moderate incomes, and send a clear message to state government that Needham is addressing its housing needs. The plan proposes to build 20 - 25 homes at the rate of 4 - 6 homes per year over a 3 - 5 year period.

Mr. Paul Killeen, Chairman, advised that the Planning Board voted unanimously to adopt this zoning map change. He stated that this is not a new idea and the neighborhood is not congested comparing it to his Henderson Road neighborhood.

Mr. Gerald A. Wasserman, member, urged support on behalf of the Board of Selectmen. This proposal benefits the community and the town needs to have a plan to show the state that the town is making progress toward the state's goal of 10% affordable housing.

A motion to refer this article back to the Needham Housing Authority, the Board of Selectmen, and the Planning Board for further study was offered by Mr. Christopher J. Condon. He suggested that this article has not had adequate and open debate and should be continued to the Annual Town Meeting in May, 2002.

Mr. Fred Harrison, a resident of 323 High Rock Street, presented a slide presentation addressing the concerns of a group abutting the Needham Housing Authority High Rock development. This group would like to retain the current number of units and are concerned that the zoning change would concentrate development in the existing area and negate the NHA philosophy of scattering affordable housing through the town to prevent stigmatizing the neighborhood. He also expressed concern with the lack of specific building plans, the lack of crosswalks, stop signs and sidewalks in the area, and tearing down homes which are still viable. They would like to see a long-term comprehensive town-wide plan.

In response to an inquiry from Cynthia Conturie, Mr. Richard W. Gatto advised that the de-leading was done 6 - 8 years ago and that under state law, de-leading must be done on any home being rented. Mr. Gatto also stated that there are two sections of the elderly housing - the Linden Street area which is comprised of one-story units and the Chambers Street area which is comprised of two-story units. At some future time, the Needham Housing Authority may consider plans to improve the size of the Linden Street units and convert to two-story units.

Mrs. Ruth Ann Moriarty, 63 Fairview Street, spoke in favor of this proposal indicating that she believes in affordable housing and has had a good neighborhood relationship for many years.

Mr. James Hugh Powers supported this proposal indicating that this is a prudent plan that makes better use of existing affordable housing and moves toward the state's goal of 10% affordable housing.

Mr. Jonathan Bean, a resident who lives one block from the area, suggested that this is a good faith effort within the guidelines of the law, but there is a need for clarification.

In response to Mr. Bean's inquiry, Mr. Richard W. Gatto indicated that approximately 20 - 25 units will be converted into townhouses due to the wetlands in the area due the cost factor due to existing ledge.

After a lengthy discussion, a motion to move the previous question was offered by Mr. James G. Healey. The motion was presented and carried by the required 2/3 vote as declared by the Moderator.

Mr. Condon's motion to refer was presented, but it failed to pass by voice vote.

Mrs. Bailin's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The following tellers were sworn in to the faithful performance of their duties: Jane B. Murphy, LeRoy J. Nutile, Helen Jursek, Richard S. Creem, William R. Dermody, and Laura A. Brooks. The motion was again presented and carried by a count of hands. The hand count was Yes 199 -No 14.

VOTED: That the Town vote to amend the Zoning Map of the Town of Needham to change from a Single Residence B District to a General Residence District a certain area of land owned by the Needham Housing Authority lying southeast of the MBTA Right-of-Way, comprising parcels 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 41 on Assessor's Plan No. 134, parcels 9, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 63, 64, 65, 66, 67, 68 on Assessor's Plan No. 135, and parcel 40 on Assessor's Plan No. 138. Said land is bounded and described as follows:

"Bounded on the southeast by northwesterly sideline of the MBTA Right-of-Way, bounded on the southwest by the northeasterly lines of Lots 80 thru 83 as shown on LCC 4382Q and Lots 84 thru 91 and Lots 1 thru 8 as shown on LCC 4382 P, bounded on the north by the southerly lines of Lots 1 thru 9, on a plan recorded at the Norfolk County Registry of Deeds (NCRD) as Plan 139 A of 1939 and by the south sideline of Sylvan Road, bounded on the northeast and north by the southwesterly and southerly lines of Lots 50 thru 57 on a plan filed in NCRD as Plan 932 of 1947, bounded on the north by the southerly line of the 1952 acceptance of Linden Street, bounded on the west by the easterly sideline of said acceptance, bounded on the north and west by southerly and easterly lines on a plan filed in the NCRD as Plan 512 of 1952, bounded on the northeast by the southwesterly line on a plan filed in the NCRD as Plan 738 of 1961 and bounded on the east and north by the westerly and southerly line on a plan filed in NCRD as Plan 1059 of 1963."

Said description meaning and intended to contain all lands shown on a plan filed in NCRD as Plan 480 of 1967 and a plan entitled "Alignment Plan for Needham Housing Authority, Veterans Housing Project, Needham, Mass.", approved April 12, 1949 and May 24, 1949 and filed in the Engineering Division of the Needham DPW as Plan Y-364.

ARTICLE 2: APPROPRIATE FOR HILLSIDE SCHOOL FIRE ALARM SYSTEM REPLACEMENT

To see if the Town will vote to raise and appropriate the sum of $150,000 to replace the Hillside School Fire Alarm; to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $150,000 for a period up to 10 years, under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

Article 2 Explanation: The fire alarm system at Hillside Elementary school is original equipment dating to the mid 1960's. This system has been tested and maintained at periodic intervals throughout the years in accordance with Commonwealth of Massachusetts Department of Public Safety and local fire department codes and regulations. In recent years, the system has been showing its age by means of frequent systems troubles requiring circuit, device, and main panel repair. When a major electrical fire occurred at the school in January of 2001, the fire alarm system failed. This project encompasses complete replacement of the fire alarm system including the main panel, all sensing and notifying devices, and all wiring, and will also comply with all ADA regulations as well as the latest building code guidelines and local fire department requirements.

MOVED: That the Town vote to raise and appropriate the sum of $150,000 to replace the Hillside School Fire Alarm; to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $150,000 for a period up to 10 years, under M.G.L. Chapter 44, Section 7.

A motion to amend was offered by Mr. William M. Powers that the main motion under Article 2 is amended by deleting the number "$150,000" and inserting in place thereof the number "$125,000" both times that it appears.

A second motion to amend was offered by Mr. William M. Powers that the main motion under Article 2 is amended by adding an emergency preamble as follows: This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative".

Mr. William M. Powers, member, addressed this proposal on behalf of the Board of Selectmen. He explained that the system failed at a critical time when there was a fire. He urged support of this article.

Mr. Peter W. Adams, member, recommended support of

this proposal on behalf of the Finance Committee. He explained that this Fire Alarm System is a 40-year old system that needs replacing.

Mr. Powers first motion to amend the number to "$125,000" was presented and carried unanimously by voice vote.

Mr. Powers second motion to amend by adding an emergency preamble was presented and carried by two-thirds vote as declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the sum of $125,000 to replace the Hillside School Fire Alarm; to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $125,000 for a period up to 10 years, under M.G.L. Chapter 44, Section 7. This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 3: APPROPRIATE FOR HIGH SCHOOL HVAC

To see if the Town will vote to raise and appropriate the sum of $330,000 for extraordinary repairs at the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $330,000 for a period of up to 20 years under M.G.L. Chapter 44, Section 7; or take any other action relative thereto.

Article 3 Explanation: At the May 2000 Annual Town Meeting, $3,050,000 was approved for improvements to the High School HVAC system. An additional $750,000 was appropriated at the February 2001 Special Town Meeting. During the final stages of this project, additional wiring and fire alarm issues arose. The purpose of this article is to bond the additional work to ensure that the project may be included in any future debt exclusion override associated with this project. Any amount bonded will reduce the amount required to be transferred from the Finance Committee Reserve Fund to fund this work.

MOVED: That the Town vote to raise and appropriate the sum of $330,000 for extraordinary repairs at the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $330,000 for a period of up to 20 years under M.G.L. Chapter 44, Section 7.

A motion to amend the main motion under Article 3 was offered by Mr. John H. Cogswell by adding an emergency preamble as follows: "This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative".

Mr. John H. Cogswell, Chairman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Peter T. Walsh, member, recommended adoption on behalf of the Finance Committee. In order to open the school on time, money was transferred to address the additional wiring and fire alarm issues.

Mr. Cogswell's motion to amend by adding an emergency preamble was presented and carried by two-thirds vote as declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the sum of $330,000 for extraordinary repairs at the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $330,000 for a period of up to 20 years under M.G.L. Chapter 44, Section 7. This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 4: APPROPRIATE FOR EXTRAORDINARY REPAIRS TO THE POLICE AND FIRE STATIONS

To see if the Town will vote to raise and appropriate the sum of $750,000 for extraordinary repairs at the Police / Fire stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $750,000 for a period of up to five years, under G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article 4 Explanation: Funding for the design of this project was approved at the 2000 Annual Town Meeting. It includes: abatement of lead paint and painting of exterior surfaces; replacement/repair and painting of exterior wood trim and exterior balusters; the replacement of exterior sealant and wall expansion joints; the installation of aluminum windowsill flashing to protect wood sills; miscellaneous repairs to roofing systems; repair of flat roofing sections; repair of masonry walkways and ramps; the installation of exterior trench drains at Station #2 to alleviate water infiltration; and the cleaning of bird debris and installation of a bird netting system to prevent the future accumulation of debris.

MOVED: That the Town vote to raise and appropriate the sum of $750,000 for extraordinary repairs at the Police / Fire stations, to be spent under the direction of the Municipal Building Maintenance Board, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $750,000 for a period of up to five years, under G.L., Chapter 44, Section 7.

A motion to amend the main motion under Article 4 was

offered by Mrs. Colleen F. Schaller by deleting the words "five years" and inserting in place thereof the words "ten years".

A second motion to amend the main motion under Article 4 was offered by Mrs. Colleen F. Schaller by adding an emergency preamble as follows: "This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative".

Unanimous consent was given to allow Mr. Mark LaFleur, Director, Municipal Building Maintenance Board, and non-resident, to address Town Meeting. He explained that these are long-standing repairs to both Fire Stations #1 and #2 and the Police Station which is attached to Station #1.

Mr. John H. Cogswell, Chairman, advised that this article was one of the top six on the priority list last May and it is important to complete these repairs. He noted that the Board of Selectmen unanimously supports this proposal.

Mr. Ronald W. Ruth, Chairman, advised that the Finance Committee opposes this article due to limited revenue. There is no state budget, the legislator is cutting its tentative budget, and public safety costs are increasing due to the tragedies of September 11, 2001. We are seeing a strong likelihood that expenses will exceed our revenues. The Finance Committee is recommending passage of only critical and time sensitive articles at this November Special Town Meeting. This article does not meet the Finance Committee's criteria.

Mr. John H. Cogswell, Chairman, Board of Selectmen, noted that there is a Committee to determine the need for an additional Fire Station.

Mr. James G. Healey advised that he has been appointed Chairman of the Fire Station/Apparatus Feasibility Study Committee and it is the intent of the Committee to bring its finding to Town Meeting as soon as possible. The Committee's charge has been expanded to include the use and condition of both fire stations.

In response to an inquiry from Mr. John J. Romeo, Mr. Mark LaFleur indicated that the two cheek walls are the biggest problem.

Mr. Ronald W. Ruth, Chairman, Finance Committee indicated that this is not critical and should be deferred until May, 2002. Mr. Daniel P. Matthews, Selectman, explained that this proposal is simply deferred maintenance. The Town has the bids in hand and the funds to perform the maintenance.

After a brief discussion, a motion to move the previous question was offered by Mr. William R. Dermody. The motion was presented and passed by two-thirds vote as declared by the Moderator.

Mrs. Schaller's first motion to amend the words "five years" to "ten years" was presented and carried by majority vote.

Mrs. Schaller's second motion to amend to add an emergency preamble was presented, but it failed to pass by voice vote.

ACTION: The main motion, as amended, was presented, but it failed to pass on a voice vote by the required two-thirds vote.

ARTICLE 5: APPROPRIATE FOR LIBRARY RENOVATION DESIGN SPECIFICATION FUNDS

To see if the Town will vote to raise and appropriate the sum of $500,000 for design costs related to the Needham Public Library construction, to be spent under the direction of the Permanent Public Building Committee and to meet this appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow up to $500,000 for a period of up to five years, under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article 5 Explanation: In June 2001 the Needham Public Library was awarded a $3,043,503 Public Library Construction Grant and placed on a "Waiting for Funding" list. The amount requested will enable the Permanent Public Building Committee to move ahead with design development and construction documents and be ready for the bidding process when the waiting list is funded.

MOVED: That the Town vote to raise and appropriate the sum of $500,000 for design costs related to the Needham Public Library construction, to be spent under the direction of the Permanent Public Building Committee and to meet this appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow up to $500,000 for a period of up to five years, under M.G.L., Chapter 44, Section 7.

A motion to refer the subject matter of Article 5 back to the Trustees of Needham Public Library was offered by Mr. Gregory John Shesko.

Mr. Gregory John Shesko, Library Trustee, advised that the motion to refer was taken reluctantly. The Trustees have been working on this project since 1993. However, the Finance Committee indicated that they could not support this proposal at the time due to uncertainties. The Trustees hope to return with this proposal in May.

Mr. Shesko's motion to refer was presented and carried unanimously by voice vote.

ARTICLE 6: APPROPRIATE FOR POLLARD MIDDLE SCHOOL MODULAR CLASSROOMS

To see if the Town will vote to raise and appropriate the sum of $1,712,000 for renovations to the building and for the purchase or lease of modular classrooms at the Pollard Middle School, to be spent under the direction of the Permanent Public Building Committee; and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $1,712,000, for a period up to 15 years, under M.G.L., Chapter 44, Section 7, or take any other action relative thereto.

Article 6 Explanation: Due to excessive overcrowding at the Pollard Middle School, the Needham School Committee has accepted the recommendation from its Middle School Task Force

for a short-term solution to add ten modular classrooms to the building. In addition, cafeteria expansion work is required to provide additional space for student lunchroom seating. A ramp inside the Pollard Middle School building to the modular classrooms will need to be modified to ensure handicap accessibility.

MOVED: That the Town vote to raise and appropriate the sum of $1,712,000 for renovations to the building and for the purchase or lease of modular classrooms at the Pollard Middle School, to be spent under the direction of the Permanent Public Building Committee; and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $1,712,000, for a period up to 15 years, under M.G.L., Chapter 44, Section 7.

A motion to amend the main motion under Article 6 by deleting after the words "for the purchase" the words "or lease" was offered by Karen N. Price.

A motion to discuss Articles 6 and 7 together and vote on separately was offered by Karen N. Price. The motion was presented and carried by voice vote.

A motion to refer Article 7 back to the School Committee was offered by Karen N. Price.

Mrs. Price, Chairman, addressed these proposals on behalf of the School Committee. She explained the need to purchase modular classrooms for the Pollard Middle School due to the overcrowded conditions and increasing enrollment. According to Mrs. Price, these modulars will solve the present classroom and cafeteria space problems and the long term solution is a new middle school.

Mr. Ronald W. Ruth, Chairman, advised that the Finance Committee has reviewed Articles 6 and 7 and have reached the same conclusions as the School Committee. If Article 6 is not approved now, the modular classrooms would not be ready for next Fall. The Finance Committee recommends adoption of Article 6 and the referral of Article 7.

In response to an inquiry from Mr. Alan S. Fanger, Mr. Ruth stated that the leasing costs is front end loaded and would cost 90% of the modular classrooms. If these modular classrooms are used for 3+ years, it is less costly to purchase.

Convinced of the need for a second middle school, Mr. Paul S. Alpert spoke in favor of adopting Article 7. Also speaking in favor of adopting Article 7 were Town Meeting Members Messrs. William M. Hynes and Jeffrey Kristeller.

Mr. Paul A. Siegenthaler expressed concern that this is a Special Town Meeting and should not contain major capital items which belong on the Annual Town Meeting agenda.

A motion to move the previous question on all motions and motions to amend was offered by Mr. John F. Milligan. The motion was presented and carried by a two-thirds vote as declared by the Moderator.

The motion to amend under Article 6 to delete the words "or lease" was presented and carried by majority voice vote.

ACTION: The main motion, as amended, which requires a two-thirds vote, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the sum of $1,712,000 for renovations to the building and for the purchase of modular classrooms at the Pollard Middle School, to be spent under the direction of the Permanent Public Building Committee; and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow up to $1,712,000, for a period up to 15 years, under M.G.L., Chapter 44, Section 7.

ARTICLE 7: APPROPRIATE FOR MIDDLE SCHOOL SITE FEASIBILITY STUDY

To see if the Town will vote to raise and appropriate the sum of $100,000 for a Middle School Site Feasibility Study, to be spent under the direction of the Permanent Public Building Committee and raised from the tax levy; or take any other action relative thereto.

Article 7 Explanation: Due to excessive overcrowding at the Pollard Middle School, the School Committee has accepted a long-term recommendation from its Middle School Task Force to determine location of potential sites, the viability of those sites, the construction costs, and other issues related to the building of a second middle school and/or the renovation / adaptation of existing sites to meet the overcrowding problem. The study would build on the preliminary work that was included in the Kaestle-Boos study.

MOVED: That the Town vote to raise and appropriate the sum of $100,000 for a Middle School Site Feasibility Study, to be spent under the direction of the Permanent Public Building Committee and raised from the tax levy.

The motion to refer Article 7 back to the School Committee was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hand count was Yes 124 - No 63.

ARTICLE 8 was previously withdrawn earlier this evening.

ARTICLE 9: APPROPRIATE FOR FIRE DEPARTMENT JAWS OF LIFE

To see if the Town will vote to raise and appropriate the sum of $30,000 for a Fire Department Jaws of Life extricating machine; to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 9 Explanation: This request is to replace an obsolete 25 year old Jaws of Life extricating machine for Station 2. The current Jaws of Life recently failed to cut metal at the scene of an overturned truck on Route 128 due to weakness of the tool. The Jaws of Life machine at Station 2 is used for first response to Needham Heights and Route 128.

MOVED: That the Town vote to raise and appropriate the sum of $30,000 for a Fire Department Jaws of Life extricating machine; to be spent under the direction of the Board of Selectmen and raised from the tax levy.

Mrs. Colleen F. Schaller, member, addressed this proposal on behalf of the Board of Selectmen She advised that the current Jaws of Life extricating machine at Fire Station #2 is 25 years old and has already failed to operate. The Board of Selectmen recommend passage of Article 9.

Mr. Theodore Weiner, member, recommended adoption of this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 10 was unanimously adopted earlier this evening.

ARTICLE 11: AMEND FY2002 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Operating Budget adopted under Article 24 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts;

Line Item	Appropriation	Changing From	Changing To
110	Tellers/Canvassers/Details	$ 7,901	$ 27,901
212	Finance Committee Reserve	770,358	1,322,087
302	School Department, Purchase of Service	3,350,100	to be determined
401	Police Department, Salaries	3,742,223	to be determined
408	Fire Department, Capital Outlay	700	20,700
508	Municipal Bldg Maintenance Dept, Expenses	292,235	302,235

Or take any other action relative thereto.

MOVED: That the Town vote to amend and supersede certain parts of the FY2002 Operating Budget adopted under Article 24 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts;

Line Item	Appropriation	Changing From	Changing To
110	Tellers/Canvassers/Details	$ 7,901	$ 27,901
212	Finance Committee Reserve	770,358	1,322,087
302	School Department, Purchase of Service	3,350,100	to be determined
401	Police Department, Salaries	3,742,223	to be determined
408	Fire Department, Capital Outlay	700	20,700
508	Municipal Bldg Maintenance Dept, Expenses	292,235	302,235.

The following motion to amend Article 11 was offered by Mr. Peter W. Adams:

Line Item	Appropriation	Changing From	Changing To
212	Finance Committee Reserve	$ 770,358	$ 1,466,387
302	School Department, Purchase of Service	3,350,100	3,350,100
401	Police Department Salaries	3,742,223	3,772,923

Mr. Ronald W. Ruth, Chairman, Finance Committee, reviewed the various changes to the FY 2002 Operating Budget.

Mr. John H. Cogswell, Chairman, recommended adoption of this article on behalf of the Board of Selectmen.

Mr. Adams' motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the FY2002 Operating Budget adopted under Article 24 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts;

Line Item	Appropriation	Changing From	Changing To
110	Tellers/Canvassers/Details	$ 7,901	$ 27,901
212	Finance Committee Reserve	770,358	1,466,387
302	School Department, Purchase of Service	3,350,100	3,350,100
401	Police Department, Salaries	3,742,223	3,772,923
408	Fire Department, Capital Outlay	700	20,700
508	Municipal Bldg Maintenance Dept, Expenses	292,235	302,235.

ARTICLE 12: AMEND FY 2002 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the FY2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F ½ ;

Line Item	Appropriation	Changing From	Changing To
901	Salaries	$ 748,582	$ 757,321
902	Purchase of Service	253,850	328,850
905	MWRA Assessment	691,708	157,904
907A	Claims Contingency	0	150,000

Or take any other action relative thereto.

Article 12 Explanation: The budget adjustment in salaries is to reflect the implementation of a new classification plan adopted at the 2001 Annual Town Meeting. The increase in purchase of service is for an increase in electricity costs and further testing in an effort to resolve recent calcium carbonate problems. The $533,804 reduction in the MWRA Assessment is due to the construction of the Water Treatment Facility and rehabilitation of the Town's wells. During the previous year, when the plant and wells were not operational, the MWRA assessment was significantly higher. Finally, the Board of Selectmen recommends setting aside a claims contingency fund of $150,000 to provide financial assistance to homeowners who are experiencing problems with calcium carbonate precipitating out of the water supply. The June 30, 2001 estimate of retained earnings is $297,000. The retained earnings target for FY02, based on the Board's policy, is $497,732. The retained earnings shortfall will be recovered over three years, in accordance with the terms of the policy.

MOVED: That the Town vote to amend and supersede certain parts of the FY2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F ½ ;

Line Item	Appropriation	Changing From	Changing To
901	Salaries	$ 748,582	$ 757,321
902	Purchase of Service	253,850	328,850
905	MWRA Assessment	691,708	157,904
907A	Claims Contingency	0	150,000.

The following motion to amend Article 12 was offered by Mr. John H. Cogswell:

Line Item	Appropriation	Changing From	Changing To
907A	Claims Contingency	$ 0	$ 75,000.

Mr. James D. Masterman, Member, Finance Committee, explained that this proposal provides limited financial support for homeowners that have problems with the town's water supply. The Town has "hard" water and a low PH level caused lead to leak out of the homeowner's plumbing.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the FY2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting, by deleting the amounts of money appropriated under some line items and appropriating new amounts; under the provisions of M.G.L. Chapter 44, Section 53F ½ ;

Line Item	Appropriation	Changing From	Changing To
901	Salaries	$ 748,582	$ 757,321
902	Purchase of Service	253,850	328,850
905	MWRA Assessment	691,708	157,904
907A	Claims Contingency	0	75,000.

ARTICLE 13 was unanimously adopted earlier this evening.

At 11:20 P.M. the following Resolution was offered by John H. Cogswell on behalf of the Board of Selectmen:

RESOLUTION

In Memory of Francis A. Facchetti

WHEREAS: Francis Facchetti was born and raised in Boston. He settled in Needham with his wife Marie in 1946 and raised their three children Marie, Edward and Francis; and

WHEREAS: Francis Facchetti was the retired president of Cambridge Cement Stone Co. of Boston and Lone Star/San-Vel Concrete Corp. of Littleton. He was past director of the Massachusetts Mechanics Charitable Association and president of the New England Chapter of American Concrete Institute; and

WHEREAS: He devoted his time and energy in service to the Town of Needham including membership on the Board of Selectman from 1976 - 1985, as a member of the Planning Board from 1969 - 1972, a member of the School Building Committee and as a Trustee of the Glover Memorial Hospital; and

WHEREAS: Francis Facchetti was a long-time member of Saint Joseph's Church serving as a lector; and

WHEREAS: Francis Facchetti was dedicated to his family, his neighbors, his church and his community and will long be remembered by the citizens of Needham.

NOW, THEREFORE, BE IT RESOLVED by this body that the November 2001 Special Town Meeting be dissolved in honor of the many civic contributions of Francis A. Facchetti for his long and

distinguished service to the Town of Needham.

ACTION: The Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, CMC/CMMC/AAE
Town Clerk

a true copy
ATTEST:

SPECIAL TOWN MEETING

March 25, 2002

Pursuant to a Warrant issued by the Selectmen February 26, 2002 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman Elementary School on Monday, March 25, 2002, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 229 voters, including 206 Town Meeting Members, were checked on the list as being present.

The meeting was called to order at 7:30 o'clock by the Moderator, Michael K. Fee. At this time he asked Town Meeting Members to rise and join him in reciting our Pledge of Allegiance.

In the absence of a member of the clergy, the Moderator asked each Town Meeting Member to seek their own spiritual guidance through a moment of silence and reflection.

The Moderator declared a quorum to be present and requested the Town Clerk to so record. The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. I ask that you rise to be recognized and address the Moderator. Please state your name and precinct when recognized so that the Town Clerk may keep an accurate record.

3. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

4. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

5. Short motions to amend and procedural motions need not be in writing.

6. Parliamentary procedures known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

7. Limits on debate shall be enforced by the Moderator.

8. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

9. As stated in the Moderator's memorandum to Town Meeting Members, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

10. Unanimous consent was given to adopt the following limits of debate:

15 Minutes - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. The Moderator announced that all articles are controversial and would be put before Town Meeting.

The Moderator announced that the Annual Town Election is scheduled for Monday, April8, 2002 and reminded Town Meeting members to turn the ballot over to vote the ballot question. He also announced that Richard S. Creem, a member of the Needham Exchange Club, is hoping for the best 4th of July parade ever and encouraged groups and business to get together and work on floats.

At this time the Moderator proceeded to Article 1.

ARTICLE 1: APPROPRIATE TO STABILIZATION FUND

To see if the Town will vote to raise, appropriate, and/or transfer a sum of money to the Stabilization Fund, as provided for under M.G.L. Chapter 40, Section 5B as amended; or take any other action relative thereto.

MOVED: that the Town vote to raise and appropriate a sum of money to the Stabilization Fund, as provided for under M.G.L. Chapter 40, Section 5B as amended.

A motion to amend was offered by Mr. Peter W. Adams by deleting the words "a sum of money" and inserting in place thereof the following: "the sum of $900,000".

Mr. Ronald W. Ruth, Chairman, addressed this proposal on behalf of the Finance Committee. He advised that the Finance Committee believes that Fiscal Years 2003 and 2004 are going to be extremely tights years financially. Capital items have been removed from this May 6, 2002 Annual Town Meeting and placed on a November Special Town Meeting. This article is placing $900,000 in the Stabilization Fund so that it will be available in

Fiscal Years 2003 and 2004.

A second motion to amend was offered by Mr. Peter W. Adams by deleting all language after the word "money" and replacing it with the words "from FY2002 Reserve Fund Line Item 212 to the Stabilization Fund, as provided under M.G.L. Chapter 40, Section 5B".

In response to an inquiry from Mr. George Tarallo, Mr. Ruth explained that the goal is to add to the Stabilization Fund in anticipation of financially tight years in order to avoid cuts in services. With this transfer, the Stabilization Fund will equal $2,931,000.

In response to an inquiry from Mr. Paul S. Alpert, Mr. Ruth stated that the effect of not moving this money out of the Reserve Fund is that it would not be available in FY2004.

Mr. Adams first motion to amend was presented and it carried by a majority vote as declared by the Moderator,

Mr. Adams second motion to amend was presented and carried unanimously by voice vote.

ACTION : The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: that the Town vote to raise and appropriate the sum of $900,000 from FY2002 Reserve Fund, Line Item 212, to the Stabilization Fund, as provided under M.G.L. Chapter 40, Section 5B.

ARTICLE 2: ESTABLISHMENT OF NEW ENGLAND BUSINESS CENTER DISTRICT, HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED-USE 128 DISTRICT

To see if the Town of Needham will vote to amend the Zoning By-Law by establishing the New England Business Center District, the Highland Commercial-128 District, and the Mixed Use-128 District consistent with the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, and more specifically as follows:

1. In Section 1.3 Definitions add the following after the term "Accessory Use".

Adult Day Care. A facility offering daytime programs for older adults providing health care and assessment, personal care, social programs, recreational activities, meals and transportation, but not providing overnight or residential accommodations.

2. In Section 1.3 Definitions add the following after the term "Structure".

Telecommunications facility. Facility for the operation, monitoring and maintenance of telecommunications switching equipment, data storage computers, internet connectivity routers, and ancillary equipment.

3. In Section 1.3 Definitions add the following after the term "Trailer".

Uninterrupted Facade Length. As may be required by certain sections of this by-law, the term "uninterrupted facade length" shall mean the maximum horizontal length of a building facade, uninterrupted by a wall plane projection or recess having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade.

4. In Section 2.1 Classes of Districts under the Industrial heading, add the term "NEBC - New England Business Center".

5. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.4 as follows:

3.2.4 Uses in the New England Business Center District

3.2.4.1 Permitted Uses

The following uses are permitted within the New England Business Center District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Professional, business or administrative office, but not including a medical clinic.

d. Bank or Credit Union.

e. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

f. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

g. Radio or television studio.

h. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

i. Telecommunications facility housed within a building.

j. On the ground floor only, consumer, professional and commercial service establishments dealing directly with the general public, business service centers, restaurants, coffee shops, day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2(b) hereof), indoor athletic and exercise facilities, laundry and dry-cleaning pick up stations where processing is done elsewhere, each of the aforementioned establishments or uses comprising less

than 2,000 square feet floor area, except that a restaurant may have up to 10,000 square feet floor area by special permit under Section 3.2.4.2(f) hereof; provided that the aggregate floor area of all such establishments on one lot shall not exceed 20% of the total ground floor area of all principal non-accessory buildings on such lot or 10,000 square feet per building, whichever is less.

k. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.4.2 Uses Permitted by Special Permit

The following uses are permitted within the New England Business Center District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.4.1.

d. Hotel.

e. Indoor athletic or exercise facilities.

f. Restaurants containing up to 10,000 gross square feet of floor area in a principal building where such use is accessory to the principal permitted use, is located on the ground floor of the principal building, and is exercised in substitution of those as-of-right uses authorized under Section 3.2.4.1(j) hereof.

g. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.4.1(d) hereof.

h. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.4.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.4.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.8 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the New England Business Center District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

6. Add a new Section 6.8 as follows:

Section 6.8. Intensity of Use Special Permit Criteria for the NEBC, HC-128, and MU-128 Districts.

6.8.1. Applicability

Development in the NEBC, HC-128, and MU-128 districts that seeks a special permit for an increase in the floor area ratio over what is permitted by right shall be subject to the following additional special permit provisions. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

a. In granting a special permit the Planning Board (Board) shall consider all the factors noted in item b. below, and any proposed mitigation measures proposed by the applicant. The Board shall make findings as to whether the benefits, if any, of the proposed project outweigh the costs and adverse impacts, if any, to the Town. If the Board, after considering all factors noted below, finds that the proposal would benefit the Town, the Board may grant a special permit with or without specific conditions.

b. The Board, at a minimum, shall examine the following factors:

- The ability of existing public infrastructure to adequately service the proposed facility without negatively impacting existing uses, including but not limited to, water supply, drainage, sewage, natural gas, and electric services.
- Impact on traffic conditions at the site, on adjacent streets and in nearby neighborhoods, including the adequacy of roads and major intersections to safely and effectively provide access to and from the areas included in the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001 (District Plan), and the areas immediately adjacent to said areas.
- The environmental implications of the proposal and the relationship of the proposal to open space and conservation plans adopted by the Town.
- The short and long term fiscal implications of the proposal to the Town of Needham.
- The consistency of the project with the goals of the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001, as set forth in the document titled "Goals of the June 2001 New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan", as adopted by the Planning Board on December 11, 2001(Goals of the District Plan).

c. Consistent with Massachusetts Law, the Board, pursuant to

regulations duly promulgated by the Board, may require the applicant to provide financial assistance so that the Board may hire professionals to assist it in the review of any factors noted in items b. and c. above.

d. Traffic Improvement Fee. The Board shall determine how many additional square feet of development, above those allowed by right, will be created by the grant of the special permit under this Section 6.8. Applying the Needham Zoning Bylaw Section 5.1.2. Required Parking, the Board shall determine the appropriate number of off-street parking spaces required to service that portion of the development which exceeds that permitted by right. The Board shall then require payment of a one time Traffic Improvement Fee (Fee) of $1,500 for each such parking space. Said fee shall be paid by the applicant or the applicant's designee to the Town and shall be placed in a special revenue account entitled "Traffic Mitigation Fund" to be used for the purpose of addressing long term traffic improvements clearly related to and directly benefitting the uses within the area covered by the District Plan. The area covered by the District Plan is defined as follows: the districts themselves, the intersections of Kendrick Street and Hunting Road, all portions of the existing intersection of Interstate Route 95 and Highland Avenue, the intersection of Highland Avenue and Needham Street, Highland Avenue between Interstate Route 95 and the city of Newton line, Kendrick Street from the intersection with Hunting Road to the city of Newton line, and any planned or proposed intersection on Interstate Route 95 directly servicing the business zoning districts included in the District Plan.

e. Payment of Traffic Improvement Fee (Fee). The applicant may pay the entire Traffic Improvement Fee prior to receipt of the building permit for the project. In the alternative, the applicant may pay in two installments: half prior to receipt of the building permit for the project, and the other half prior to receipt of the occupancy permit for the project, provided, however, that interest on the second installment will accrue at 12% per annum from the date of payment of the first installment and must be paid with the second installment.

f. Site mitigation. The payment of the Fee shall not exempt developers from any on-site or access-related traffic improvements required by the special permit, or the site plan review process, and any conditions resulting from said process. Further, payment of the Fee shall not exempt any developer from any costs associated with providing other forms of infrastructure improvements, such as water, sewer, or drainage improvements, in order to provide safe and efficient use of the site.

g. The Planning Board shall have the discretion to require at least one or more Transportation Demand Management (TDM) programs to reduce AM peak hour volumes, as listed below:

- Provide staggered work hours (one hour increments) for at least 10% of the non-management work force.
- Provide preferential parking locations for all employees arriving in a car pool comprised of at least two licensed drivers.
- Provide a cash incentive for all car pools of two or more licensed drivers. Said incentive shall be at least 40 dollars per month per car pool.
- Provide a shuttle or van service to and from public transportation terminals. Said service must have the capacity to accommodate at least 10% of the employees on the largest shift.
- Provide a work at home option for at least one day per week for at least 10% of the total work force.
- Provide subsidized public transportation passes of at least 20% of the monthly pass cost.
- Other programs designed by the applicant and approved by the Planning Board in lieu of or in addition to those listed above.

All TDM plans shall be submitted to the Planning Board as part of the special permit review process relative to this section, i.e., section 6.8. All TDM plans shall be subject to review by the Planning Department every two (2) years for compliance with previously approved TDM program terms and measures. At said time, if a particular TDM program is not being properly implemented, the applicant may revise said TDM program, and the Planning Board may make revisions to maintain or improve its effectiveness. However, to meet the requirements of the special permit all projects must maintain the minimum number of TDM programs required by the Board as long as the development in question is operating under a special permit.

7. Add a new Section 4.8 as follows:

4.8 Dimensional Regulations for NEBC

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (4) (5)	Side Setbacks (Ft.) (3) (5)	Rear Setback (Ft.) (3)(5)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (8)	Floor Area Ratio (6) (7)
40,000	100	20	20	20	68	50%	0.40

1) No buildings shall exceed a height of 68 feet. Further, all buildings within 350 feet of a river or a lake shall be limited to a height of 54 feet. In no instance shall any building exceed 41 feet in height unless it is more than 350 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas,

spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 50% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 60%.

(3) No side or rear setback is required for shared parking structures between adjoining properties.

(4) A 30-foot front yard setback must be maintained for structured parking.

(5) A 50-foot setback must be maintained from any General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(6) A floor area ratio of up to 1.1 may be allowed by a special permit from the Planning Board. See Section 6.8. Further, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.

(7) The calculation of floor area in determining floor area ratio shall not include parking areas or parking structures.

(8) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the NEBC district.

4.8.1 Supplemental Dimensional Regulations for New England Business Center.

(1) Parking structures and surface lots may not be located within 50 feet of the intersection of the exterior street lines of a corner lot or fronting on public parks.

(2) All surface parking shall be located to the side or rear of the principal building(s). A landscaped buffer area, except for approved access ways and walkways, at least 20 feet in width as measured from the layout of the roadway providing frontage, shall be established along the street frontage. The buffer area shall be planted with grass, medium height shrubs, and trees. Where appropriate, street trees shall be planted at least every 40 feet along the frontage. Not withstanding the provisions of this subsection, the Planning Board may permit a limited number of parking spaces (not more than 2% of total off-street parking required or not more than six spaces, whichever is less) for short term drop-off parking purposes at the main entrance of the building, if the Planning Board finds that the overall facade design, site plan, and operational characteristics of the facility will be improved thereby.

(3) If a separate structure, any parking structure must be located a minimum of 20 feet from adjacent buildings. However, parking structures may be attached to the primary building they are servicing if all fire and safety regulations are met.

(4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(6) Maximum uninterrupted facade length shall be 300 feet, or 200 feet if within 350 feet of a General Residence district zoning boundary, a river, or a lake.

4.8.2 Floor Area Ratio, Incentives

In the New England Business Center District the maximum floor to area ratio (FAR) permitted by right shall be 0.4. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one-half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet of development. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes and said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall also be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for the purpose of calculating lot coverage.

8. Add new language to Section 7.4.2 Definitions (Site Plan Review) by adding the following paragraph after the paragraph starting with the term "In the Medical Overlay District..." as follows:

In the New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts a MAJOR PROJECT is any construction project that involves: the construction of 10,000 or more square feet gross floor area, an increase in gross floor area of 5,000 or more square feet, or any project that results in the creation of 25 or more new off-street parking spaces. A MINOR PROJECT is any construction project that involves the construction of more than 2,500 but less than 10,000 square feet gross floor area, an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet, and the project cannot be defined as a Major Project. Further, projects that require a building permit under the Massachusetts State Building Code, but which are not related to construction projects previously reviewed by the

Design Review Board as "Major" or "Minor Projects" under Section 7.4 site plan review, shall be reviewed by the Design Review Board.

9. Add a new sentence to Section 7.7.2.2 Authority and Specific Powers as follows: In the second paragraph after the term Neighborhood Business District add the following terms, New England Business Center District, Highland Commercial-128 District and Mixed Use-128 District.

10. Add the following in Section 7.6.1 Special Permit Granting Authority; add the term 6.8 after the term 6.6 in the first sentence.

11. In Section 2.1 Classes of Districts add the term "HC-128 - Highland Commercial-128" after the phrase NB-Neighborhood Business under the heading Commercial.

12. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.5 as follows:

3.2.5 Uses in the Highland Commercial-128 District

3.2.5.1 Permitted Uses

The following uses are permitted within the Highland Commercial-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Professional, business or administrative office, but not including a medical clinic.

g. Bank or Credit Union.

h. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes but not the manufacture of finished products. Not allowed on the first floor.

i. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.2 Uses Permitted by Special Permit

The following uses are permitted within the Highland Commercial-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.5.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Laundry or dry-cleaning pick-up station with processing done elsewhere.

f. Equipment rental service but not including any business that uses outside storage.

g. Hotel.

Restaurant serving meals for consumption on the premises and at tables with service provided by waitress or waiter.

i. Take-out operation accessory to the above restaurant.

j. Take-out food counter as an accessory to a food retail or other non-consumptive retail establishment.

k. Retail sales of ice cream, frozen yogurt and similar products for consumption on or off the premises.

l. Take-out establishment primarily engaged in the dispensing of prepared foods to persons carrying food and beverage away for preparation and consumption elsewhere.

m. Fast-food establishment offering over-the-counter sale of on/off premises prepared food or beverage primarily intended for immediate consumption and prepared in such a manner to be readily eaten from easily disposable containers.

n. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

o. Indoor athletic or exercise facilities.

p. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.5.1(g) hereof.

q. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

r. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.5.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.5 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Highland Commercial-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

13. Renumber the current 4.5 Dimensional Requirements for Industrial and Industrial Park Districts to 4.6; further renumber 4.6, Special Conditions to 4.7, renumber 4.7 Dimensional Regulations for Industrial-1 District to 4.10, and make all appropriate changes to the subsections.

14. **Add a new Section 4.5 as follows:**

4.5 Dimensional Regulations for Highland Commercial-128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (1)(6)	Rear Setback (Ft.) (1)(6)	Maximum Height (Ft.) (3)	Maximum Lot Coverage (2) (7)	Floor Area Ratio (4)(5)
15,000	100	5	10	10	54	80%	0.30

(1) No side or rear setback required for shared parking structures between properties.

(2) A minimum of 10% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(3) No buildings shall exceed a height of 54 feet, with one exception. Buildings within 350 feet of Route 128 may reach a height of 68 feet. Provided, however, that no building shall exceed 41 feet in height unless it is more than 150 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(4) A floor area ratio up to 1.5 may be permitted subject to a special permit from the Planning Board. See Section 6.8.

(5) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(6) A 50-foot setback shall be required from a General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Highland Commercial-128 district.

4.5.1 Supplemental Dimensional Regulations

(1) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Parking structures must be located at least 20 feet from adjacent buildings, but may be attached to the building they are serving if all fire and safety regulations can be met.

(2) All surface parking shall be located to the side or rear of the building.

(3) First-floor businesses shall have individual entrances accessed from the exterior of the building, except by special permit to be granted by the Planning Board in cases where such requirements would restrict redevelopment of an existing building.

Building entrances providing access to first and upper level floor space shall be available from one or more of the streets on which the building fronts. The primary building entrance must be from Highland Avenue, unless the premises do not have frontage on Highland Avenue, or unless lot configuration

makes it impractical to place all individual entrances on that street.

(4) Maximum uninterrupted facade length shall be 300 feet; if within 350 feet of a General Residence zoning district or river the uninterrupted facade length may not exceed 200 feet.

4.5.2 Floor Area Ratio, Incentives

In the Highland Commercial-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed two additional square feet of gross floor area by right for every square foot of land used for roadway right of way purposes, up to a maximum of 15,000 additional square feet. Any additional roadway areas provided by the developer shall be deemed as part of total lot area for FAR calculation purposes. Said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage.

15. In Section 2.1 Classification of Districts, add the term "MU-128 - Mixed Use-128" after the phrase NEBC- New England Business Center under the Industrial heading.

16. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.6 as follows:

3.2.6 Uses in the Mixed Use-128 District

3.2.6.1 Permitted Use

The following uses are permitted within the Mixed Use-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Laundry or dry cleaning pick-up station with processing done elsewhere.

g. Professional, business or administrative office, but not including a medical clinic.

h. Bank or Credit Union.

i. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

j. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

k. Radio or television studio.

l. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

m. Telecommunications facility housed within a building.

n. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.6.2 Uses Permitted By Special Permit

The following uses are permitted within the Mixed Use-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.6.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Equipment rental service but not including any business that uses outside storage.

f. Hotel.

g. Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

h. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

i. Indoor athletic or exercise facilities

j. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.6.1(h) hereof.

k. Off-street parking for vehicles associated with a principal use

located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.6.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.6.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.9 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Mixed Use-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

17. Add a new section 4.9 as follows:

4.9 Dimensional Regulations for Mixed-Use 128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (3)	Rear setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
10,000	100	5	10	10	54	60%	0.30

(1) All buildings shall be limited to a height of 54 feet, except that, buildings within 350 feet of Route 128 shall be permitted to be 68 feet, if front and side setbacks are increased to 20 feet. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 60% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 70%.

(3) No side or rear yard is required for shared parking structures between adjoining properties.

(4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) A floor area ratio up to 1.5 may be allowed by special permit from the Planning Board. See Section 6.8.

(6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Mixed-Use 128 district.

4.9.1 Supplemental Dimensional Regulations

(1) Parking structures and surface parking lots may not be located such that they front on public parks.

(2) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements can be met.

(3) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(4) Maximum uninterrupted facade length shall be 300 feet. However, for buildings within 350 feet of a General Residence district zoning line or river, the uninterrupted facade length shall not exceed 200 feet.

4.9.2 Floor Area Ratio, Incentives

In the Mixed Use-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan,

a developer shall be allowed one and one half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes, and shall be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for purposes of calculating lot coverage.

Or take any other action relative thereto.

Article 2 Explanation: Article 2, in combination with Article 3, proposes three new zoning districts designed to address the specific needs and objectives of the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas. Article 2 lays out the regulatory framework for each of the proposed new districts while Article 3 describes the geographical boundaries for each new district. Under the proposed new zoning, the Board proposes to allow developers to build less, as a matter of right, than they can now build.

The proposed zoning amendments will result in more attractive buildings, far more open and green space than currently exists, significant environmental benefits, revenues to pay for roadway system improvements, and increased tax revenue for the Town.

The proposed zoning amendments should be viewed as part of a long-term plan for the business center. The pace of development will be gradual. With each new development proposal, the Planning Board will hold public hearings, and conduct its special permit review taking into consideration existing and projected traffic conditions. The Board will not grant special permits if the roadway system cannot handle the projected usage.

Under the current zoning by-law the Planning Board cannot deny a site plan special permit simply because the project will generate additional traffic on nearby roadways and residential streets. In addition, our authority to impose off-site mitigation measures which are not directly linked to the project's impact is quite limited.

The special permit provisions contained in the proposed zoning amendments will give the Planning Board and the Town far more control over development than presently exists. The Board will review construction proposals for consistency with the business center plan and will weigh benefits against adverse impacts, including traffic, and will have the authority to deny special permits if appropriate.

Originally designed as a model industrial park, the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas have attracted significant new office development in recent years due to their proximity and access to Route 128. In an era when corporate offices and research facilities seek attractively landscaped sites with a variety of amenities and services, the current zoning encourages large, low buildings with extensive surface parking and very little open space. In addition, the small parcel sizes in the Wexford/Charles Street area make it difficult to create significant new development under the existing zoning. This mismatch between zoning regulations and market conditions has resulted in piecemeal redevelopment on a parcel-by-parcel basis. In sum, the current zoning has prevented the New England Business Center from achieving its full potential as a high-quality mixed-use office park that responds to current real estate market opportunities. In order to encourage higher-density development that maintains acceptable levels of traffic, maximizes fiscal benefits to the town, and creates a more attractive public environment, the existing zoning is proposed to be updated to reflect public aspirations for the area and current economic conditions.

Current zoning does not provide any mechanism for linking new development to traffic and site improvements. Under current zoning, the Town has very little authority to deny permits for new as of right development. If the current zoning is not amended, approximately 600,000 square feet of new development may occur over the next five to ten years. The Town will not be able to prevent this development in spite of the additional traffic impact that would occur. At the same time, the Town does not have sufficient financial resources to pay for necessary traffic improvements. In order to address these problems, including the large volume of regional traffic affecting the site and adjacent neighborhoods, new development must be linked to funding for traffic improvements. In particular, dedicated funding is required to expedite the construction of the Route 128 Add-a-lane project in Needham, which would include a new interchange at Kendrick Street. This project, which will not be completed in the near term without additional funding from new development, is the single most important measure that can be taken to improve local traffic conditions, keep commuter traffic off neighborhood streets, and unlock additional development capacity on the site.

The articles have six key components, described in greater detail below, that are designed to achieve the public vision for the area.

Zoning District Designation
Three new zoning districts designed to address the specific needs of the New England Business Center, Highland Avenue Corridor and Wexford/Charles Street Industrial areas are proposed. Each district has unique character and market potential based on the existing land use mix, lot sizes and property ownership patterns. The proposed new districts are as follows:

New England Business Center (NEBC): This district is bounded by Route 128 to the west, Cutler Lake to the south, the Charles River to the east, and the rear lot line of properties on Highland Avenue to the north. The NEBC district has the same zoning boundaries as the previous Industrial Park district.

Highland Commercial-128 (HC-128): This district includes all properties fronting on Highland Avenue between Route 128 and the Charles River. The district boundary typically follows the rear lot lines of properties along Highland Avenue, to a depth of 100 to 200 feet on either side of the public right-of-way. The HC-128 district has the same zoning boundaries as the previous Business district.

Mixed Use-128 (MU-128): This district is bounded by Route 128 to the west, the rear lot line of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the

north. The MU-128 district has the same zoning boundaries as the previous Industrial district.

Permitted Uses
The permitted uses for each district are summarized below.

NEBC: The overall objective for this area is to create a high-quality office park with a campus-like character. The district is primarily zoned for office development, with supporting restaurant, retail and service uses permitted to serve nearby businesses. Large-scale destination retail is not allowed in the NEBC district. Permitted uses as of right include offices and banks, research and development facilities, and telecommunication facilities. Retail uses permitted as of right include restaurants, business service centers, coffee shops, recreation/health facilities, day care, and similar uses, if the use contains less than 2,000 square feet and does not occupy more than 20 percent of the total ground floor area or 10,000 square feet per building (whichever is less). In instances where there are multiple buildings on one lot, such as a corporate campus, the total allowable area may be combined for the uses noted above and may be permitted in any or all of the principal buildings or combined into one or more of the principal buildings. One of the benefits of providing retail and services on site is a reduction in the number of daily vehicle trips, as employees can go to lunch and run errands without leaving the immediate area.

HC-128: The overall objective for this area is to create an attractive commercial street serving local employees and residents. The HC-128 district is zoned for commercial uses, including offices, research and development facilities, retail, restaurants and services. Retail uses containing less than 10,000 square feet are permitted by right with retail uses containing more than 10,000 but less than 25,000 square feet requiring a special permit.

MU-128: The overall objective for this area is to create a lively mixed-use center that encourages pedestrian activity. The MU-128 district is zoned for a broad mix of uses, including offices, research and development facilities, retail, restaurants and services, and light industrial use.

Density and Dimensional Requirements
Each district has different density and dimensional requirements, based on the desired scale and character of future development. Within each district, the specific requirements vary according to location and proximity to features such as the Charles River, Cutler Lake, Route 128, and the General Residence District off Highland Avenue.

New England Business Center (NEBC): The density and dimensional regulations for the NEBC district are designed to accommodate office development, with greater height and more open space than current zoning allows. Increasing the height limit will make it more feasible to develop structured parking, thereby reducing the amount of paved surface and increasing the amount of green space. In addition to creating a more attractive site, the additional green space associated with taller buildings will contribute to reducing storm water runoff.

Height
The standard height limit for the NEBC district is 68 feet. Buildings within 350 feet of a General Residence zoning district boundary are limited to 41 feet, to mediate the transition in scale from smaller dwellings to larger commercial structures. Within 350 feet of the river and/or lake, buildings may not be more than 54 feet.

Lot Coverage
The maximum lot coverage in the NEBC district is 50 percent.

Floor Area Ratio
One additional tool to regulate density is Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the NEBC district, the maximum as of right FAR is 0.4. For projects receiving a special permit, the FAR may be no more than 1.1. However, to encourage low traffic generation uses, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above). Part of the reason for this is that parking structures count toward lot coverage, effectively reducing the ground area that is available for the main building. As a general rule, parking structures for office development need a footprint of approximately the same size as the building itself. Thus, on a lot developed to maximum density where the maximum lot coverage is 50 percent, approximately 25 percent of the lot will be dedicated to a parking structure.

Minimum Lot Size
To encourage the assembly of sufficiently large parcels for redevelopment, the minimum lot size is 40,000 square feet (slightly less than one acre).

Setbacks
Front, rear, and side yard setbacks in the NEBC district are 20 feet. A 50-foot setback is required from General Residence zoning district boundaries. However, the Planning Board may grant a special permit to reduce the setback from a General Residence zoning district line, provided the resulting setback is not less than 20 feet.

Parking
The proposed zoning includes specific regulations designed to mitigate the visual impact of parking structures. In the NEBC district, parking structures are subject to a 30-foot front yard setback. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. In addition, parking structures may not be located on corners or fronting on public parks. Surface parking may only be located to the side or rear of the principal building except that up to six spaces for short-term drop-off parking purposes at the main entrance of the building may be permitted by special permit from the Planning Board. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
As commercial floor plates have increased in size, building facades have become correspondingly longer. These long facades are often visually monotonous, and prevent good visual and pedestrian connections across the site. The new Parametric buildings on Kendrick Street, for example, have 500 and 700-foot long facades, longer than many city blocks. To prevent this type of development pattern in the future, the proposed zoning requires a maximum uninterrupted facade length of 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance.

Highland Commercial-128 (HC-128): The density and dimensional regulations for the HC-128 district are designed to accommodate a range of commercial office, retail, restaurant, and service uses. To encourage the redevelopment of smaller lots, the zoning permits greater density and lot coverage than in the NEBC district.

Height
The standard height limit for the HC-128 district is 54 feet. Buildings within 150 feet of a General Residence zoning district boundary are limited to 41 feet, to mediate the transition in scale from smaller dwellings to larger commercial structures. Within 350 feet of Route 128, 68 feet is permitted consistent with the larger scale of the highway.

Lot Coverage
The maximum lot coverage in the HC-128 district is 80 percent. A minimum of 10 percent of the lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

Floor Area Ratio
One additional tool to regulate density is Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the HC-128 district, the maximum as of right FAR is 0.3. For projects receiving a special permit, the FAR may be no more than 1.5. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above).

Minimum Lot Size
To encourage the assembly of sufficiently large parcels for redevelopment, the minimum lot size is 15,000 square feet (approximately one-third of an acre).

Setbacks
The front setback in the HC-128 district is five feet, and the rear and side yard setbacks are 10 feet. The front setback is designed to encourage lively and active street frontage by bringing buildings closer to the sidewalk. A 50-foot setback is required from General Residence zoning district lines. However, the Planning Board may grant a special permit to reduce the setback from a General Residence zoning district line, provided the resulting setback is not less than 20 feet.

Parking
In the HC-128 district, all parking structures fronting on a public street are required to have active ground floor uses such as shops, restaurants, or cafés. This requirement however, may be waived the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. In addition, all surface parking must be located to the side or rear of the principal building. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
In the HC-128 district, the maximum uninterrupted facade length is 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance, except by special permit to be granted by the Planning Board where such requirements would restrict redevelopment of an existing building.

Mixed Use-128 (MU-128): The density and dimensional regulations for the MU-128 district are designed to accommodate a mix of commercial uses and create a lively pedestrian environment. To encourage the redevelopment of smaller lots, the zoning permits greater density and lot coverage than in the NEBC district.

Height
The standard height limit for the MU-128 district is 54 feet. Within 350 feet of Route 128, 68 feet is permitted consistent with the larger scale of the highway. Front and side yard setbacks are required to be 20 feet. This will create a substantial gap between buildings and open up views into the site.

Lot Coverage
The maximum lot coverage in the MU-128 district is 60 percent. A minimum of 20 percent of the lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

Floor Area Ratio
One additional tool to regulate density is the Floor Area Ratio (FAR), which is defined as the total floor area of the building (excluding parking structures) divided by the total lot area. For the MU-128 district, the maximum as of right FAR is 0.3. For projects receiving a special permit, the FAR may be no more than 1.5. Many of the lots in this district cannot be built to the maximum FAR, however, because of the accompanying height and lot coverage restrictions (see above).

Minimum Lot Size

The minimum lot size is 10,000 square feet (slightly less than a quarter of an acre).

Setbacks
The front setback in the MU-128 district is five feet, and the rear and side yard setbacks are 10 feet. The front setback is designed to encourage lively and active street frontage by bringing buildings closer to the sidewalk.

Parking
In the MU-128 district, parking structures and surface lots may not be located fronting on public parks. All parking structures fronting on a public street are required to have active ground floor uses such as shops, restaurants, or cafés. This requirement however, may be waived the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. To encourage the development of shared parking, no side or rear setbacks are required for shared parking structures between adjacent lots. Parking structures may be attached to the primary building they are servicing if they meet all fire and safety regulations.

Facades
In the MU-128 district, the maximum uninterrupted facade length is 300 feet. Within 350 feet of a General Residence zoning district boundary, the lake, and the river, the maximum uninterrupted facade length is 200 feet.

Entrances
To support the creation of active public streets, all street-facing facades must have at least one public entrance.

Incentives to Create Public Benefits
The proposed zoning includes a variety of incentives for business owners to create public benefits such as new roads and open space. Since most of the area is under private ownership, these improvements will only occur if property owners choose to take advantage of these incentives. At the same time, there is a common recognition that new roads and open space would benefit all businesses in the park, and significantly increase value for adjacent sites. The specific incentives to create new roads and open space in each of the three districts are described below.

NEBC: In this district, property owners would receive a FAR bonus of 1.5 square feet by right for every one foot dedicated to public open space or roads, up to a maximum of 15,000 square feet of development. Any easement providing for open space or additional roadways would be counted as part of the total lot area for purposes of calculating FAR. Any easement provided for open space would be counted as a landscaped area for purposes of calculating lot coverage. In addition, if a project is designed so that at least 65 percent of the required landscaped area immediately abuts at least 65 percent of the required landscaped area of an adjoining project, the maximum lot coverage may be increased to 60 percent.

HC-128: In this district, property owners would receive a FAR bonus of two square feet by right for every one foot dedicated to public roads, up to a maximum of 15,000 square feet of development. Any easement providing for roadways would be counted as part of the total lot area for purposes of calculating FAR.

MU-128: In this district, property owners would receive a FAR bonus of 1.5 square feet by right for every one foot dedicated to public open space or roads, up to a maximum of 15,000 square feet of development. Any easement providing for open space or additional roadways would be counted as part of the total lot area for purposes of calculating FAR. Any easement provided for open space would be counted as a landscaped area for purposes of calculating lot coverage. In addition, if a project is designed so that at least 65 percent of the required landscaped area immediately abuts at least 65 percent of the required landscaped area of an adjoining project, the maximum lot coverage may be increased to 70 percent.

Special Permit Fees

In order to create a direct link between new development and traffic improvements, the proposed zoning includes a special permit fee to be assessed for all new development above the as of right FAR. For every parking space above those that are associated with the as of right portion of the development, the Town will assess a special permit fee of $1,500. What follows is an example of how the fee is calculated:

In the NEBC district, the as of right FAR is 0.4. For a proposed development of 110,000 square feet on a 100,000 square foot lot, the FAR would be 1.1. The difference between the as of right FAR of 0.4 and the special permit FAR of 1.1 is 70,000 square feet. For most types of commercial development, the Needham Zoning Bylaw requires a minimum of one parking space for every 300 square feet. Thus the additional square footage above the as of right FAR would require approximately 233 parking spaces. The special permit fee would therefore be $349,500 (233X$1,500).

The special permit fee is paid into a Traffic Mitigation Fund, to be used by the Town to implement long-term traffic improvements in the study area. Payment of the fee does not exempt developers from on-site, off-site or access-related traffic improvements required as a condition of the special permit. In addition, payment of the fee does not exempt developers from costs associated with other infrastructure improvements, such as water, sewer, and drainage.

The developer may choose to pay the entire fee upon receiving the building permit, or may choose to make two equal payments as follows: payment one upon receiving the building permit, payment two upon receiving the occupancy permit. A developer may also choose to prepay the entire fee at any time.

Traffic Mitigation Fund
The Traffic Mitigation Fund, to be established as part of this zoning proposal, would create a dedicated funding source for traffic improvements in the study area. The Fund would primarily be supported by special permit fees associated with new development, as described above. Expenditures from the Fund require a vote of Town Meeting, after receiving recommendations from the Board of Selectmen and advice from the Finance Committee. Private individuals or groups may also donate money to the Fund to be used for the same purposes and under the same

restrictions as the special permit fees. The Town of Needham may also transfer public monies into the Fund to expedite traffic improvements. The Town Treasurer will be the custodian of the Fund, and may deposit the proceeds in a bank or invest all or part of the Fund.

All special permit fees deposited into the Fund will remain in the Fund for a period not to exceed 20 years. If the fee has not been expended and is not contracted to be expended within this time, the money will be refunded to the appropriate parties.

MOVED: That the Town of Needham vote to amend the Zoning By-Law by establishing the New England Business Center District, the Highland Commercial-128 District, and the Mixed Use-128 District consistent with the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, and more specifically as follows:

1. In Section 1.3 Definitions add the following after the term "Accessory Use".

Adult Day Care. A facility offering daytime programs for older adults providing health care and assessment, personal care, social programs, recreational activities, meals and transportation, but not providing overnight or residential accommodations.

2. In Section 1.3 Definitions add the following after the term "Structure".

Telecommunications facility. Facility for the operation, monitoring and maintenance of telecommunications switching equipment, data storage computers, internet connectivity routers, and ancillary equipment.

3. In Section 1.3 Definitions add the following after the term "Trailer".

Uninterrupted Facade Length. As may be required by certain sections of this by-law, the term "uninterrupted facade length" shall mean the maximum horizontal length of a building facade, uninterrupted by a wall plane projection or recess having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade.

4. In Section 2.1 Classes of Districts under the Industrial heading, add the term "NEBC - New England Business Center".

5. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.4 as follows:

3.2.4 Uses in the New England Business Center District

3.2.4.1 Permitted Uses

The following uses are permitted within the New England Business Center District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Professional, business or administrative office, but not including a medical clinic.

d. Bank or Credit Union.

e. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

f. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

g. Radio or television studio.

h. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

i. Telecommunications facility housed within a building.

j. On the ground floor only, consumer, professional and commercial service establishments dealing directly with the general public, business service centers, restaurants, coffee shops, day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2(b) hereof), indoor athletic and exercise facilities, laundry and dry-cleaning pick up stations where processing is done elsewhere, each of the aforementioned establishments or uses comprising less than 2,000 square feet floor area, except that a restaurant may have up to 10,000 square feet floor area by special permit under Section 3.2.4.2(f) hereof; provided that the aggregate floor area of all such establishments on one lot shall not exceed 20% of the total ground floor area of all principal non-accessory buildings on such lot or 10,000 square feet per building, whichever is less.

k. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.4.2 Uses Permitted by Special Permit

The following uses are permitted within the New England Business Center District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.4.1.

d. Hotel.

e. Indoor athletic or exercise facilities.

f. Restaurants containing up to 10,000 gross square feet of floor area in a principal building where such use is accessory to the principal permitted use, is located on the ground floor of the principal building, and is exercised in substitution of those as-of-right uses authorized under Section 3.2.4.1(j) hereof.

g. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.4.1(d) hereof.

h. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.4.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.4.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.8 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the New England Business Center District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

6. Add a new Section 6.8 as follows:

Section 6.8. Intensity of Use Special Permit Criteria for the NEBC, HC-128, and MU-128 Districts.

6.8.1. Applicability

Development in the NEBC, HC-128, and MU-128 districts that seeks a special permit for an increase in the floor area ratio over what is permitted by right shall be subject to the following additional special permit provisions. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

a. In granting a special permit the Planning Board (Board) shall consider all the factors noted in item b. below, and any proposed mitigation measures proposed by the applicant. The Board shall make findings as to whether the benefits, if any, of the proposed project outweigh the costs and adverse impacts, if any, to the Town. If the Board, after considering all factors noted below, finds that the proposal would benefit the Town, the Board may grant a special permit with or without specific conditions.

b. The Board, at a minimum, shall examine the following factors:

- The ability of existing public infrastructure to adequately service the proposed facility without negatively impacting existing uses, including but not limited to, water supply, drainage, sewage, natural gas, and electric services.

- Impact on traffic conditions at the site, on adjacent streets and in nearby neighborhoods, including the adequacy of roads and major intersections to safely and effectively provide access to and from the areas included in the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001 (District Plan), and the areas immediately adjacent to said areas.

- The environmental implications of the proposal and the relationship of the proposal to open space and conservation plans adopted by the Town.

- The short and long term fiscal implications of the proposal to the Town of Needham.

- The consistency of the project with the goals of the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001, as set forth in the document titled "Goals of the June 2001 New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan", as adopted by the Planning Board on December 11, 2001(Goals of the District Plan).

c. Consistent with Massachusetts Law, the Board, pursuant to regulations duly promulgated by the Board, may require the applicant to provide financial assistance so that the Board may hire professionals to assist it in the review of any factors noted in items b. and c. above.

d. Traffic Improvement Fee. The Board shall determine how many additional square feet of development, above those allowed by right, will be created by the grant of the special permit under this Section 6.8. Applying the Needham Zoning Bylaw Section 5.1.2. Required Parking, the Board shall determine the appropriate number of off-street parking spaces required to service that portion of the development which exceeds that permitted by right. The Board shall then require payment of a one time Traffic Improvement Fee (Fee) of $1,500 for each such parking space. Said fee shall be paid by the applicant or the applicant's designee to the Town and shall be placed in a special revenue account entitled "Traffic Mitigation Fund" to be used for the purpose of addressing long term traffic improvements clearly related to and directly benefitting the uses within the area covered by the District Plan. The area covered by the District Plan is defined as

follows: the districts themselves, the intersections of Kendrick Street and Hunting Road, all portions of the existing intersection of Interstate Route 95 and Highland Avenue, the intersection of Highland Avenue and Needham Street, Highland Avenue between Interstate Route 95 and the city of Newton line, Kendrick Street from the intersection with Hunting Road to the city of Newton line, and any planned or proposed intersection on Interstate Route 95 directly servicing the business zoning districts included in the District Plan.

e. Payment of Traffic Improvement Fee (Fee). The applicant may pay the entire Traffic Improvement Fee prior to receipt of the building permit for the project. In the alternative, the applicant may pay in two installments: half prior to receipt of the building permit for the project, and the other half prior to receipt of the occupancy permit for the project, provided, however, that interest on the second installment will accrue at 12% per annum from the date of payment of the first installment and must be paid with the second installment.

f. Site mitigation. The payment of the Fee shall not exempt developers from any on-site or access-related traffic improvements required by the special permit, or the site plan review process, and any conditions resulting from said process. Further, payment of the Fee shall not exempt any developer from any costs associated with providing other forms of infrastructure improvements, such as water, sewer, or drainage improvements, in order to provide safe and efficient use of the site.

g. The Planning Board shall have the discretion to require at least one or more Transportation Demand Management (TDM) programs to reduce AM peak hour volumes, as listed below:

- Provide staggered work hours (one hour increments) for at least 10% of the non-management work force.
- Provide preferential parking locations for all employees arriving in a car pool comprised of at least two licensed drivers.
- Provide a cash incentive for all car pools of two or more licensed drivers. Said incentive shall be at least 40 dollars per month per car pool.
- Provide a shuttle or van service to and from public transportation terminals. Said service must have the capacity to accommodate at least 10% of the employees on the largest shift.
- Provide a work at home option for at least one day per week for at least 10% of the total work force.
- Provide subsidized public transportation passes of at least 20% of the monthly pass cost.
- Other programs designed by the applicant and approved by the Planning Board in lieu of or in addition to those listed above.

All TDM plans shall be submitted to the Planning Board as part of the special permit review process relative to this section, i.e., section 6.8. All TDM plans shall be subject to review by the Planning Department every two (2) years for compliance with previously approved TDM program terms and measures. At said time, if a particular TDM program is not being properly implemented, the applicant may revise said TDM program, and the Planning Board may make revisions to maintain or improve its effectiveness. However, to meet the requirements of the special permit all projects must maintain the minimum number of TDM programs required by the Board as long as the development in question is operating under a special permit.

7. Add a new Section 4.8 as follows:

4.8 Dimensional Regulations for NEBC

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (4) (5)	Side Setbacks (Ft.) (3) (5)	Rear Setback (Ft.) (3)(5)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (8)	Floor Area Ratio (6) (7)
40,000	100	20	20	20	68	50%	0.40

(1) No buildings shall exceed a height of 68 feet. Further, all buildings within 350 feet of a river or a lake shall be limited to a height of 54 feet. In no instance shall any building exceed 41 feet in height unless it is more than 350 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 50% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 60%.

(3) No side or rear setback is required for shared parking structures between adjoining properties.

(4) A 30-foot front yard setback must be maintained for structured parking.

(5) A 50-foot setback must be maintained from any General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(6) A floor area ratio of up to 1.1 may be allowed by a special permit from the Planning Board. See Section 6.8. Further, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.

(7) The calculation of floor area in determining floor area ratio shall not include parking areas or parking structures.

(8) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the NEBC district.

4.8.1 Supplemental Dimensional Regulations for New England Business Center.

(1) Parking structures and surface lots may not be located within 50 feet of the intersection of the exterior street lines of a corner lot or fronting on public parks.

(2) All surface parking shall be located to the side or rear of the principal building(s). A landscaped buffer area, except for approved access ways and walkways, at least 20 feet in width as measured from the layout of the roadway providing frontage, shall be established along the street frontage. The buffer area shall be planted with grass, medium height shrubs, and trees. Where appropriate, street trees shall be planted at least every 40 feet along the frontage. Not withstanding the provisions of this subsection, the Planning Board may permit a limited number of parking spaces (not more than 2% of total off-street parking required or not more than six spaces, whichever is less) for short term drop-off parking purposes at the main entrance of the building, if the Planning Board finds that the overall facade design, site plan, and operational characteristics of the facility will be improved thereby.

(3) If a separate structure, any parking structure must be located a minimum of 20 feet from adjacent buildings. However, parking structures may be attached to the primary building they are servicing if all fire and safety regulations are met.

(4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(6) Maximum uninterrupted facade length shall be 300 feet, or 200 feet if within 350 feet of a General Residence district zoning boundary, a river, or a lake.

4.8.2 Floor Area Ratio, Incentives

In the New England Business Center District the maximum floor to area ratio (FAR) permitted by right shall be 0.4. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one-half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet of development. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes and said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall also be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for the purpose of calculating lot coverage.

8. Add new language to Section 7.4.2 Definitions (Site Plan Review) by adding the following paragraph after the paragraph starting with the term "In the Medical Overlay District..." as follows:

In the New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts a MAJOR PROJECT is any construction project that involves: the construction of 10,000 or more square feet gross floor area, an increase in gross floor area of 5,000 or more square feet, or any project that results in the creation of 25 or more new off-street parking spaces. A MINOR PROJECT is any construction project that involves the construction of more than 2,500 but less than 10,000 square feet gross floor area, an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet, and the project cannot be defined as a Major Project. Further, projects that require a building permit under the Massachusetts State Building Code, but which are not related to construction projects previously reviewed by the Design Review Board as "Major" or "Minor Projects" under Section 7.4 site plan review, shall be reviewed by the Design Review Board.

9. Add a new sentence to Section 7.7.2.2 Authority and Specific Powers as follows: In the second paragraph after the term Neighborhood Business District add the following terms, New England Business Center District, Highland Commercial-128 District and Mixed Use-128 District.

10. Add the following in Section 7.6.1 Special Permit Granting Authority; add the term 6.8 after the term 6.6 in the first sentence.

11. In Section 2.1 Classes of Districts add the term "HC-128 - Highland Commercial-128" after the phrase NB-Neighborhood Business under the heading Commercial.

12. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.5 as follows:

3.2.5 Uses in the Highland Commercial-128 District

3.2.5.1 Permitted Uses

The following uses are permitted within the Highland Commercial-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Professional, business or administrative office, but not including a medical clinic.

g. Bank or Credit Union.

h. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes but not the manufacture of finished products. Not allowed on the first floor.

i. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.2 Uses Permitted by Special Permit

The following uses are permitted within the Highland Commercial-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.5.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Laundry or dry-cleaning pick-up station with processing done elsewhere.

f. Equipment rental service but not including any business that uses outside storage.

g. Hotel.

Restaurant serving meals for consumption on the premises and at tables with service provided by waitress or waiter.

i. Take-out operation accessory to the above restaurant.

j. Take-out food counter as an accessory to a food retail or other non-consumptive retail establishment.

k. Retail sales of ice cream, frozen yogurt and similar products for consumption on or off the premises.

l. Take-out establishment primarily engaged in the dispensing of prepared foods to persons carrying food and beverage away for preparation and consumption elsewhere.

m. Fast-food establishment offering over-the-counter sale of on/off premises prepared food or beverage primarily intended for immediate consumption and prepared in such a manner to be readily eaten from easily disposable containers.

n. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

o. Indoor athletic or exercise facilities.

p. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.5.1(g) hereof.

q. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

r. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.5.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.5 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Highland

Commercial-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

13. Renumber the current 4.5 Dimensional Requirements for Industrial and Industrial Park Districts to 4.6; further renumber 4.6, Special Conditions to 4.7, renumber 4.7 Dimensional Regulations for Industrial-1 District to 4.10, and make all appropriate changes to the subsections.

14. **Add a new Section 4.5 as follows:**

4.5 Dimensional Regulations for Highland Commercial-128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (1)(6)	Rear Setback (Ft.) (1)(6)	Maximum Height (Ft.) (3)	Maximum Lot Coverage (2) (7)	Floor Area Ratio (4)(5)
15,000	100	5	10	10	54	80%	0.30

(1) No side or rear setback required for shared parking structures between properties.

(2) A minimum of 10% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(3) No buildings shall exceed a height of 54 feet, with one exception. Buildings within 350 feet of Route 128 may reach a height of 68 feet. Provided, however, that no building shall exceed 41 feet in height unless it is more than 150 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(4) A floor area ratio up to 1.5 may be permitted subject to a special permit from the Planning Board. See Section 6.8.

(5) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(6) A 50-foot setback shall be required from a General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Highland Commercial-128 district.

4.5.1 Supplemental Dimensional Regulations

(1) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Parking structures must be located at least 20 feet from adjacent buildings, but may be attached to the building they are serving if all fire and safety regulations can be met.

(2) All surface parking shall be located to the side or rear of the building.

(3) First-floor businesses shall have individual entrances accessed from the exterior of the building, except by special permit to be granted by the Planning Board in cases where such requirements would restrict redevelopment of an existing building.

Building entrances providing access to first and upper level floor space shall be available from one or more of the streets on which the building fronts. The primary building entrance must be from Highland Avenue, unless the premises do not have frontage on Highland Avenue, or unless lot configuration makes it impractical to place all individual entrances on that street.

(4) Maximum uninterrupted facade length shall be 300 feet; if within 350 feet of a General Residence zoning district or river the uninterrupted facade length may not exceed 200 feet.

4.5.2 Floor Area Ratio, Incentives

In the Highland Commercial-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed two additional square feet of gross floor area by right for every square foot of land used for roadway right of way purposes, up to a maximum of 15,000 additional square feet. Any additional

roadway areas provided by the developer shall be deemed as part of total lot area for FAR calculation purposes. Said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage.

15. In Section 2.1 Classification of Districts, add the term "MU-128 - Mixed Use-128" after the phrase NEBC- New England Business Center under the Industrial heading.

16. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.6 as follows:

3.2.6 Uses in the Mixed Use-128 District

3.2.6.1 Permitted Use

The following uses are permitted within the Mixed Use-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Laundry or dry cleaning pick-up station with processing done elsewhere.

g. Professional, business or administrative office, but not including a medical clinic.

h. Bank or Credit Union.

i. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

j. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

k. Radio or television studio.

l. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

m. Telecommunications facility housed within a building.

n. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.6.2 Uses Permitted By Special Permit

The following uses are permitted within the Mixed Use-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.6.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Equipment rental service but not including any business that uses outside storage.

f. Hotel.

g. Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

h. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

i. Indoor athletic or exercise facilities

j. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.6.1(h) hereof.

k. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.6.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same

side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.6.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.9 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Mixed Use-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

17. Add a new section 4.9 as follows:

4.9 Dimensional Regulations for Mixed-Use 128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (3)	Rear setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
10,000	100	5	10	10	54	60%	0.30

(1) All buildings shall be limited to a height of 54 feet, except that, buildings within 350 feet of Route 128 shall be permitted to be 68 feet, if front and side setbacks are increased to 20 feet. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 60% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 70%.

(3) No side or rear yard is required for shared parking structures between adjoining properties.

(4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) A floor area ratio up to 1.5 may be allowed by special permit from the Planning Board. See Section 6.8.

(6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Mixed-Use 128 district.

4.9.1 Supplemental Dimensional Regulations

(1) Parking structures and surface parking lots may not be located such that they front on public parks.

(2) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements can be met.

(3) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(4) Maximum uninterrupted facade length shall be 300 feet. However, for buildings within 350 feet of a General Residence district zoning line or river, the uninterrupted facade length shall not exceed 200 feet.

4.9.2 Floor Area Ratio, Incentives

In the Mixed Use-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes, and shall be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for purposes of calculating lot coverage.

A motion to amend under Article 2 was offered by Mr. Paul Killeen as follows:

1. By adding the following to Section 1.3 of the Zoning by-laws, Definitions, after the term"Toxic or Hazardous Material":

"Traffic Mitigation Fund - a fund to be established in the office of the Town Treasurer to be held in a separate account to be administered and operated in accordance with the provisions of Chapter 200 of the Acts of 2001."

2. In section 6 of the main motion, that proposes to change the Zoning By-laws by adding a new section 6.8, sub-section 6.8.1, Applicability, amending item c. by deleting the words at the end thereof"noted in items b. and c. above." and inserting in place thereof the words "noted in items a. and b. above."

A motion to discuss Articles 2 and 3 together and vote on separately was offered by Mr. Paul Killeen. Unanimous consent was declared by the Moderator to discuss Articles 2 and 3 together and vote on separately.

Mr. Paul Killeen, member, addressed this proposal on behalf of the Planning Board. He explained that the Needham Industrial Park is outdated having been in existence since the 1960s. Under the current Zoning By-law, the town has few controls over development. Special permit provisions in the proposed amendments will give the Planning Board and the Town far more control over development and the ability to review construction proposals for consistency with the business center plan. This is also a very important source of revenue to the Town. Mr. Killeen stated that the Planning Board is asking support to replace a mediocre area, not a new area, and urged support of this package.

Mr. Robert T. Smart, Jr., Chairman, reviewed the proposed zoning changes to the three commercial/business areas under Article 2 on behalf of the Planning Board. He stated that Article 3 reflects changes to the Zoning map.

He explained that the Planning Board voted in early 2000 to address 4 key issues in the commercial/business area - create a new special permit process, change the density regulations , address incentives to create public benefits, and create a traffic mitigation fund. The maximum density under the new zoning will be considerably less than currently allowed, the Planning Board can require traffic studies paid for by the developers, and the Board can deny special permits if not appropriate. Mr. Smart urged adoption of Articles 2 and 3 with the amendments.

Mr. John H. Cogswell, Chairman, Board of Selectmen, explained the taxes and objectives under these proposals. He stated that under the tax levy, the Town can only increase property taxes annually by 2 ½% plus new growth. In the 1980s commercial property paid 24% of the taxes. However this has dwindled down to 15 %. The Board of Selectmen adopted the option of a split tax rate. Currently the residential rate is $10.58 per $1000 and the business rate is $19.07 per $1000. This is the golden egg. If the residential values continue to rise and business remains flat there will be a large shift back on to the residents. New growth is critical. The Board of Selectmen unanimously recommend adoption of Articles 2 and 3.

Mr. Peter W. Adams, member, addressed this proposal on behalf of the Finance Committee. He indicated that the Finance Committee does not usually take a position on zoning articles. However, these articles have taken on a significance and re-zoning these 3 areas has a high profile. This may results in millions of new tax dollars. This could be a win/win situation, but there will be complexities.

Mary Lou Twickler, Chairman, New England Business Center Advisory Council, urged support of these articles. She indicated that the town has a 50-year old industrial park that needs renovation and encouragement and the town's bond rate is helped by businesses. She also noted that traffic is a monstrous regional problem.

Mr. Harvey Swack, member of the Metropolitan Area Planning Council, resident for 78 years, and former Senior Planner for a five town area urged support for these proposals. He indicated that the MAPC regulated money to communities and money for transportation goes to communities with traffic mitigation like Newton and Wellesley. He suggested that this zoning will help address traffic problems sooner.

A motion to amend was offered by Leigh M. Doukas as follows:

1. In section 7 of the main motion, that proposes to change the Zoning By-law by adding a new section 4.8, Dimensional Regulations, by amending the chart at the beginning thereof in the sixth column, Maximum Height, by deleting its contents as proposed in its entirety and replacing them with the following, "Maximum Height (Ft. And Stories)(1) 54 ft and 4 stories."

2. In section 7 of the main motion, that proposes to change the Zoning By-law by adding a new section 4.8, Dimensional Regulations, deleting footnote (1) as proposed in its entirety and substituting it with the following footnote (1); "(1) No building shall exceed 4 stories or a height of 54 feet unless the applicant receives a special permit from the Planning Board allowing a height of not more than 5 stories or 68 feet, upon the Planning Board determining that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area. Further, all buildings within 350 feet of a river or lake shall be limited to a height of 4 stories or 54 feet. In no instance shall any building exceed 3 stories or forty one (41) feet in height unless it is more than three hundred and fifty (350) feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance of no less than their height."

3. In Section 7 of the main motion, that proposes to change the Zoning By-law by adding a new section 4.8, Dimensional Regulations, deleting footnote (6) as proposed in its entirety and substituting it with the following footnote (6); "(6) A floor area ratio of up to 0.8

may be allowed by a special permit from the Planning Board. See Section 6.8. Further, the Planning Board may allow a floor area ratio of up to 1.2 by special permit, where the applicant demonstrates, to the board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area."

4. In Section 7 of the main motion, that proposes to change the Zoning By-law by adding a new section 4.8, Dimensional Regulations, to deleting footnote (2) as proposed in its entirety and substituting it with the following footnote (2); "(2) Maximum lot coverage for all projects shall be 50%."

Ms. Doukas explained that she has been on a sub-committee working with the Planning Board and that this is not a "residents vs. business" issue, but rather a traffic problem. This amendment reduces the F.A.R. and height proposals.

A motion to amend was offered by Mr. Alexander V. Zaleski to insert after the words "No side or rear setback is required for shared parking structures between adjoining properties" in Part 7, footnote (3) of Section 4.8, after the words "no side or rear setback required for shared parking structures between properties" in Part 14, footnote (1) of Section 4.5. and after the words "No side or rear yard is required for shared parking structures between adjoining properties" in Part 17, footnote (3) of Section 4.9, the words ", but only on one side of each lot, leaving the other side- or rear yards open to provide access to the interior of the lot".

Mr. Zaleski explained that he is not opposed to the overall zoning amendment, but does think it has deficiencies. This amendment is a very specific amendment that can be incorporated into Article 2.

Mr. Frank H. Schaller spoke in opposition to this proposal. He explained that he is not opposed to the re-zoning of the industrial park, but is opposed to this plan. He noted that the only real gain for the town is lower residential taxes. However, the very real "pain" is higher traffic congestion. He also suggested the need for a full disclosure on additional taxes from new growth before voting on this issue.

In response to Mr. Martin L. B. Walter's inquiry, Mr. Peter W. Adams, member, Finance Committee advised that residents will not be carrying a heavier burden by passage of this proposal. In responding to Mr. Walter's second inquiry, Mr. Robert T. Smart, Jr., Chairman, Planning Board, advised that full buildup of the industrial area would add 9,000 cars.

In response to an inquiry from Mrs. Maureen McCaffrey, Mr. Smart advised that the consultants focused on traffic around the New England Industrial Center rather than the pass-through traffic on Central Avenue.

Mr. George Tarallo expressed concern that the Town of Needham is changing from a residential town to a commercial town. Mr. Smart explained that the best way to increase density is to increase height. He also stated that there is a height limitation around Town Hall to give the building prominence.

Mr. James Hugh Powers advised that he was a Town Meeting Member in 1952 when the gravel pit was zoned as an industrial park. Some residents objected to change, some rolled with the punches, and some were concerned that the industrial park would jump across Route 128. This did not happen. The zoning passed and the industrial park helped the tax rate. We are facing the same situation now. The State is facing a budget crisis and State Aid to cities and towns is in trouble. Route 128 is a state highway and there is nothing we can do about it. The State cut highway aid last year for the "big dig" expenses. He urged passage of this zoning proposal.

Mr. Robert Y. Larsen thanked the Planning Board and the various committees for all their work, but suggested that the "quality of life" issue needs to be addressed. He supported the amendment of Leigh M. Doukas.

After a brief discussion, a motion to move the previous questions under the main motions and all amendments under Articles 2 and 3 was offered by Mr. Paul Theodore Owens. The motion was presented and carried by two-thirds vote as declared by the Moderator.

Mr. Zaleski's amendment was presented, but the Moderator was in doubt as to the voice vote. The following Town Meeting Members were sworn in as tellers: LeRoy J. Nutile, Cynthia J. Chaston, William R. Dermody, Richard S. Creem, Jane B. Murphy, and Lois C. Bacon. The motion to amend was again presented and carried by a count of hands. The hand count was Yes 103 - No 91.

Ms. Doukas' motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented, but it failed to pass by a count of hands. The hand count was Yes 54 - No 137.

Mr. Killeen's motion to amend to include a new definition of the traffic mitigation fund and correct a typographical error was presented and carried unanimously by voice vote.

ACTION : The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion, which requires a two-thirds vote, was again presented and carried by a count of hands. The hand count was Yes 158 - No 35.

VOTED: That the Town of Needham vote to amend the Zoning By-Law by establishing the New England Business Center District, the Highland Commercial-128 District, and the Mixed Use-128 District consistent with the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, and more specifically as follows:

1. In Section 1.3 Definitions add the following after the term "Accessory Use".

Adult Day Care. A facility offering daytime programs for older adults providing health care and assessment, personal care, social programs, recreational activities, meals and transportation, but not providing overnight or residential accommodations.

2. In Section 1.3 Definitions add the following after the term "Structure".

Telecommunications facility. Facility for the operation, monitoring and maintenance of telecommunications switching equipment, data storage computers, internet connectivity routers, and ancillary equipment.

3. In Section 1.3 Definitions add the following after the term "Trailer".

Uninterrupted Facade Length. As may be required by certain sections of this by-law, the term "uninterrupted facade length" shall mean the maximum horizontal length of a building facade, uninterrupted by a wall plane projection or recess having a depth of at least 3% of the length of the facade and extending at least 20% of the length of the facade.

3a. In Section 1.3 Definitions add the following after the term "Toxic or Hazardous Material".

Traffic Mitigation Fund - a fund to be established in the office of the Town Treasurer to be held in a separate account to be administered and operated in accordance with the provisions of Chapter 200 of the Acts of 2001.

4. In Section 2.1 Classes of Districts under the Industrial heading, add the term "NEBC - New England Business Center".

5. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.4 as follows:

3.2.4 Uses in the New England Business Center District

3.2.4.1 Permitted Uses

The following uses are permitted within the New England Business Center District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Professional, business or administrative office, but not including a medical clinic.

d. Bank or Credit Union.

e. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

f. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

g. Radio or television studio.

h. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

i. Telecommunications facility housed within a building.

j. On the ground floor only, consumer, professional and commercial service establishments dealing directly with the general public, business service centers, restaurants, coffee shops, day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2(b) hereof), indoor athletic and exercise facilities, laundry and dry-cleaning pick up stations where processing is done elsewhere, each of the aforementioned establishments or uses comprising less than 2,000 square feet floor area, except that a restaurant may have up to 10,000 square feet floor area by special permit under Section 3.2.4.2(f) hereof; provided that the aggregate floor area of all such establishments on one lot shall not exceed 20% of the total ground floor area of all principal non-accessory buildings on such lot or 10,000 square feet per building, whichever is less.

k. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.4.2 Uses Permitted by Special Permit

The following uses are permitted within the New England Business Center District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.4.1.

d. Hotel.

e. Indoor athletic or exercise facilities.

f. Restaurants containing up to 10,000 gross square feet of floor area in a principal building where such use is accessory to the principal permitted use, is located on the ground floor of the principal building, and is exercised in substitution of those as-of-right uses authorized under Section 3.2.4.1(j) hereof.

g. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.4.1(d) hereof.

h. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.4.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.4.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.8 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the New England Business Center District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

6. Add a new Section 6.8 as follows:

Section 6.8. Intensity of Use Special Permit Criteria for the NEBC, HC-128, and MU-128 Districts.

6.8.1. Applicability

Development in the NEBC, HC-128, and MU-128 districts that seeks a special permit for an increase in the floor area ratio over what is permitted by right shall be subject to the following additional special permit provisions. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

a. In granting a special permit the Planning Board (Board) shall consider all the factors noted in item b. below, and any proposed mitigation measures proposed by the applicant. The Board shall make findings as to whether the benefits, if any, of the proposed project outweigh the costs and adverse impacts, if any, to the Town. If the Board, after considering all factors noted below, finds that the proposal would benefit the Town, the Board may grant a special permit with or without specific conditions.

b. The Board, at a minimum, shall examine the following factors:

- The ability of existing public infrastructure to adequately service the proposed facility without negatively impacting existing uses, including but not limited to, water supply, drainage, sewage, natural gas, and electric services.
- Impact on traffic conditions at the site, on adjacent streets and in nearby neighborhoods, including the adequacy of roads and major intersections to safely and effectively provide access to and from the areas included in the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001 (District Plan), and the areas immediately adjacent to said areas.
- The environmental implications of the proposal and the relationship of the proposal to open space and conservation plans adopted by the Town.
- The short and long term fiscal implications of the proposal to the Town of Needham.
- The consistency of the project with the goals of the New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan, dated June 2001, as set forth in the document titled "Goals of the June 2001 New England Business Center, Highland Avenue Corridor, and Wexford/Charles Street Industrial District Plan", as adopted by the Planning Board on December 11, 2001(Goals of the District Plan).

c. Consistent with Massachusetts Law, the Board, pursuant to regulations duly promulgated by the Board, may require the applicant to provide financial assistance so that the Board may hire professionals to assist it in the review of any factors noted in items b. and c. above.

d. Traffic Improvement Fee. The Board shall determine how many additional square feet of development, above those allowed by right, will be created by the grant of the special permit under this Section 6.8. Applying the Needham Zoning Bylaw Section 5.1.2. Required Parking, the Board shall determine the appropriate number of off-street parking spaces required to service that portion of the development which exceeds that permitted by right. The Board shall then require payment of a one time Traffic Improvement Fee (Fee) of $1,500 for each such parking space. Said fee shall be paid by the applicant or the applicant's designee to the Town and shall be placed in a special revenue account entitled "Traffic Mitigation Fund" to be used for the purpose of addressing long term traffic improvements clearly related to and directly benefitting the uses within the area covered by the District Plan. The area covered by the District Plan is defined as follows: the districts themselves, the intersections of Kendrick Street and Hunting Road, all portions of the existing intersection of Interstate Route 95 and Highland Avenue, the intersection of Highland Avenue and Needham Street, Highland Avenue between Interstate Route 95 and the city of Newton line, Kendrick Street from the intersection with Hunting Road to the city of Newton line, and any planned or proposed intersection on Interstate Route 95 directly servicing the business zoning districts included in the District Plan.

e. Payment of Traffic Improvement Fee (Fee). The applicant may pay the entire Traffic Improvement Fee prior to receipt of the building permit for the project. In the alternative, the applicant may pay in two installments: half prior to receipt of the building permit for the project, and the other half prior to receipt of the occupancy permit for the project, provided, however, that interest on the second installment will accrue at 12% per annum from the date of payment of the first installment and must be paid with the second installment.

f. Site mitigation. The payment of the Fee shall not exempt developers from any on-site or access-related traffic improvements required by the special permit, or the site plan

review process, and any conditions resulting from said process. Further, payment of the Fee shall not exempt any developer from any costs associated with providing other forms of infrastructure improvements, such as water, sewer, or drainage improvements, in order to provide safe and efficient use of the site.

g. The Planning Board shall have the discretion to require at least one or more Transportation Demand Management (TDM) programs to reduce AM peak hour volumes, as listed below:

- Provide staggered work hours (one hour increments) for at least 10% of the non-management work force.
- Provide preferential parking locations for all employees arriving in a car pool comprised of at least two licensed drivers.
- Provide a cash incentive for all car pools of two or more licensed drivers. Said incentive shall be at least 40 dollars per month per car pool.
- Provide a shuttle or van service to and from public transportation terminals. Said service must have the capacity to accommodate at least 10% of the employees on the largest shift.
- Provide a work at home option for at least one day per week for at least 10% of the total work force.
- Provide subsidized public transportation passes of at least 20% of the monthly pass cost.
- Other programs designed by the applicant and approved by the Planning Board in lieu of or in addition to those listed above.

All TDM plans shall be submitted to the Planning Board as part of the special permit review process relative to this section, i.e., section 6.8. All TDM plans shall be subject to review by the Planning Department every two (2) years for compliance with previously approved TDM program terms and measures. At said time, if a particular TDM program is not being properly implemented, the applicant may revise said TDM program, and the Planning Board may make revisions to maintain or improve its effectiveness. However, to meet the requirements of the special permit all projects must maintain the minimum number of TDM programs required by the Board as long as the development in question is operating under a special permit.

7. Add a new Section 4.8 as follows:

4.8 Dimensional Regulations for NEBC

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (4) (5)	Side Setbacks (Ft.) (3) (5)	Rear Setback (Ft.) (3)(5)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (8)	Floor Area Ratio (6) (7)
40,000	100	20	20	20	68	50%	0.40

(1) No buildings shall exceed a height of 68 feet. Further, all buildings within 350 feet of a river or a lake shall be limited to a height of 54 feet. In no instance shall any building exceed 41 feet in height unless it is more than 350 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height, provided that the Planning Board may by Special Permit increase the height limit by not more than 5 additional feet. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 50% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 60%.

(3) No side or rear setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side- or rear yards open to provide access to the interior of the lot.

(4) A 30-foot front yard setback must be maintained for structured parking.

(5) A 50-foot setback must be maintained from any General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(6) A floor area ratio of up to 1.1 may be allowed by a special permit from the Planning Board. See Section 6.8. Further, the Planning Board may allow a floor area ratio of up to 1.5, by special permit, where the applicant demonstrates, to the Board's satisfaction, that the proposed use will not generate peak hour trips in excess of 0.6 trips per 1,000 square feet of total development area.

(7) The calculation of floor area in determining floor area ratio shall not include parking areas or parking structures.

(8) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the NEBC district.

4.8.1 Supplemental Dimensional Regulations for New England Business Center.

(1) Parking structures and surface lots may not be located within 50 feet of the intersection of the exterior street lines of a corner lot or fronting on public parks.

(2) All surface parking shall be located to the side or rear of the principal building(s). A landscaped buffer area, except for approved access ways and walkways, at least 20 feet in width as measured from the layout of the roadway providing frontage, shall be established along the street frontage. The buffer area shall be planted with grass, medium height shrubs, and trees. Where appropriate, street trees shall be planted at least every 40 feet along the frontage. Not withstanding the provisions of this subsection, the Planning Board may permit a limited number of parking spaces (not more than 2% of total off-street parking required or not more than six spaces, whichever is less) for short term drop-off parking purposes at the main entrance of the building, if the Planning Board finds that the overall facade design, site plan, and operational characteristics of the facility will be improved thereby.

(3) If a separate structure, any parking structure must be located a minimum of 20 feet from adjacent buildings. However, parking structures may be attached to the primary building they are servicing if all fire and safety regulations are met.

(4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(6) Maximum uninterrupted facade length shall be 300 feet, or 200 feet if within 350 feet of a General Residence district zoning boundary, a river, or a lake.

4.8.2 Floor Area Ratio, Incentives

In the New England Business Center District the maximum floor to area ratio (FAR) permitted by right shall be 0.4. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one-half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet of development. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes and said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall also be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for the purpose of calculating lot coverage.

8. Add new language to Section 7.4.2 Definitions (Site Plan Review) by adding the following paragraph after the paragraph starting with the term "In the Medical Overlay District..." as follows:

In the New England Business Center, Highland Commercial-128, and Mixed Use-128 Districts a MAJOR PROJECT is any construction project that involves: the construction of 10,000 or more square feet gross floor area, an increase in gross floor area of 5,000 or more square feet, or any project that results in the creation of 25 or more new off-street parking spaces. A MINOR PROJECT is any construction project that involves the construction of more than 2,500 but less than 10,000 square feet gross floor area, an increase in gross floor area such that the total gross floor area after the increase is 5,000 or more square feet, and the project cannot be defined as a Major Project. Further, projects that require a building permit under the Massachusetts State Building Code, but which are not related to construction projects previously reviewed by the Design Review Board as "Major" or "Minor Projects" under Section 7.4 site plan review, shall be reviewed by the Design Review Board.

9. Add a new sentence to Section 7.7.2.2 Authority and Specific Powers as follows: In the second paragraph after the term Neighborhood Business District add the following terms, New England Business Center District, Highland Commercial-128 District and Mixed Use-128 District.

10. Add the following in Section 7.6.1 Special Permit Granting Authority; add the term 6.8 after the term 6.6 in the first sentence.

11. In Section 2.1 Classes of Districts add the term "HC-128 - Highland Commercial-128" after the phrase NB-Neighborhood Business under the heading Commercial.

12. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.5 as follows:

3.2.5 Uses in the Highland Commercial-128 District

3.2.5.1 Permitted Uses

The following uses are permitted within the Highland Commercial-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Professional, business or administrative office, but not including a medical clinic.

g. Bank or Credit Union.

h. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes but not the manufacture of finished products. Not allowed on the first floor.

i. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.2 Uses Permitted by Special Permit

The following uses are permitted within the Highland Commercial-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.5.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Laundry or dry-cleaning pick-up station with processing done elsewhere.

f. Equipment rental service but not including any business that uses outside storage.

g. Hotel.

h. Restaurant serving meals for consumption on the premises and at tables with service provided by waitress or waiter.

i. Take-out operation accessory to the above restaurant.

j. Take-out food counter as an accessory to a food retail or other non-consumptive retail establishment.

k. Retail sales of ice cream, frozen yogurt and similar products for consumption on or off the premises.

l. Take-out establishment primarily engaged in the dispensing of prepared foods to persons carrying food and beverage away for preparation and consumption elsewhere.

m. Fast-food establishment offering over-the-counter sale of on/off premises prepared food or beverage primarily intended for immediate consumption and prepared in such a manner to be readily eaten from easily disposable containers.

n. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

o. Indoor athletic or exercise facilities.

p. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.5.1(g) hereof.

q. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

r. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.5.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.5.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.5 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Highland Commercial-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

13. Renumber the current 4.5 Dimensional Requirements for Industrial and Industrial Park Districts to 4.6; further renumber 4.6, Special Conditions to 4.7, renumber 4.7 Dimensional Regulations for Industrial-1 District to 4.10, and make all appropriate changes to the subsections. 14. **Add a new Section 4.5 as follows:**

4.5 Dimensional Regulations for Highland Commercial-128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (1)(6)	Rear Setback (Ft.) (1)(6)	Maximum Height (Ft.) (3)	Maximum Lot Coverage (2) (7)	Floor Area Ratio (4)(5)
15,000	100	5	10	10	54	80%	0.30

(1) No side or rear setback required for shared parking structures between properties, but only on one side of each lot, leaving the other side- or rear yards open to provide access to the interior of the lot.

(2) A minimum of 10% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(3) No buildings shall exceed a height of 54 feet, with one exception. Buildings within 350 feet of Route 128 may reach a height of 68 feet. Provided, however, that no building shall exceed 41 feet in height unless it is more than 150 feet from a General Residence zoning district boundary. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(4) A floor area ratio up to 1.5 may be permitted subject to a special permit from the Planning Board. See Section 6.8.

(5) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(6) A 50-foot setback shall be required from a General Residence zoning district line. However, the Planning Board may grant a special permit to reduce said setback, but not to less than 20 feet.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Highland Commercial-128 district.

4.5.1 Supplemental Dimensional Regulations

(1) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Parking structures must be located at least 20 feet from adjacent buildings, but may be attached to the building they are serving if all fire and safety regulations can be met.

(2) All surface parking shall be located to the side or rear of the building.

(3) First-floor businesses shall have individual entrances accessed from the exterior of the building, except by special permit to be granted by the Planning Board in cases where such requirements would restrict redevelopment of an existing building.

Building entrances providing access to first and upper level floor space shall be available from one or more of the streets on which the building fronts. The primary building entrance must be from Highland Avenue, unless the premises do not have frontage on Highland Avenue, or unless lot configuration makes it impractical to place all individual entrances on that street.

(4) Maximum uninterrupted facade length shall be 300 feet; if within 350 feet of a General Residence zoning district or river the uninterrupted facade length may not exceed 200 feet.

4.5.2 Floor Area Ratio, Incentives

In the Highland Commercial-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed two additional square feet of gross floor area by right for every square foot of land used for roadway right of way purposes, up to a maximum of 15,000 additional square feet. Any additional roadway areas provided by the developer shall be deemed as part of total lot area for FAR calculation purposes. Said areas shall also be considered as impervious surfaces for the purpose of calculating maximum lot coverage.

15. In Section 2.1 Classification of Districts, add the term "MU-128 - Mixed Use-128" after the phrase NEBC- New England Business Center under the Industrial heading.

16. In Section 3.2, Schedule of Use Regulations, add a new Section 3.2.6 as follows:

3.2.6 Uses in the Mixed Use-128 District

3.2.6.1 Permitted Use

The following uses are permitted within the Mixed Use-128 District as a matter of right:

a. Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.

b. Public parks and playgrounds, municipal buildings or uses.

c. Retail establishment or combination of retail establishments serving the general public where each establishment contains less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

d. Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.

e. Craft, consumer, professional or commercial service establishment dealing directly with the general public.

f. Laundry or dry cleaning pick-up station with processing done elsewhere.

g. Professional, business or administrative office, but not including a medical clinic.

h. Bank or Credit Union.

i. Wholesale distribution facilities in an enclosed structure, excluding the storage of flammable liquids, gas or explosives.

j. Laboratory engaged in scientific research and development, and experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

k. Radio or television studio.

l. Light non-nuisance manufacturing, including but not limited to the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

m. Telecommunications facility housed within a building.

n. Other customary and proper accessory uses incidental to lawful principal uses.

3.2.6.2 Uses Permitted By Special Permit

The following uses are permitted within the Mixed Use-128 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as they may require:

a. Public light-rail train station.

b. Adult day care facility.

c. Private school, nursery, or kindergarten not otherwise classified under Section 3.2.6.1.

d. Retail establishment or combination of retail establishments serving the general public where each establishment contains more than 10,000 but less than 25,000 square feet of floor area and where all items for sale or rent are kept inside a building.

e. Equipment rental service but not including any business that uses outside storage.

f. Hotel.

g. Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

h. Veterinary office and/or treatment facility including convalescent stays but not the boarding of animals.

i. Indoor athletic or exercise facilities

j. External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.6.1(h) hereof.

k. Off-street parking for vehicles associated with a principal use located on a lot that comprises land in two or more districts where the use is not otherwise allowed in the district in which the parking is to be located.

3.2.6.3 Special Permit, Parking Garage

Notwithstanding the dimensional requirements and the use table of this By-Law the Planning Board is authorized to issue a special permit for a parking garage and/or a parking structure for more than three (3) vehicles, including both enclosed and open structures, above and below ground, that serve uses located in the NEBC, MU-128 and HC-128 districts, where the parking garage and/or parking structure is located in the immediate vicinity of and on the same side of Highland Avenue as the uses it serves, subject to such setback requirements as the Board may impose.

3.2.6.4 Special Permit, Intensity of Use

Projects that seek a floor area ratio beyond what is permitted by right pursuant to Section 4.9 shall require a special permit and shall be subject to Section 6.8 Special Permit Conditions in the Mixed Use-128 District. Provided, however, that nothing contained herein shall impair the rights conferred by Section 1.4 of this By-Law.

17. Add a new section 4.9 as follows:

4.9 Dimensional Regulations for Mixed-Use 128

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft)	Front Setback (Ft.)	Side Setbacks (Ft.) (3)	Rear setback (Ft.) (3)	Maximum Height (Ft.) (1)	Maximum Lot Coverage (2) (4) (7)	Floor Area Ratio (5) (6)
10,000	100	5	10	10	54	60%	0.30

(1) All buildings shall be limited to a height of 54 feet, except that, buildings within 350 feet of Route 128 shall be permitted to be 68 feet, if front and side setbacks are increased to 20 feet. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

(2) Maximum lot coverage shall be 60% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet the maximum lot coverage may be increased to 70%.

(3) No side or rear yard is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side- or rear yards open to provide access to the interior of the lot.

(4) A minimum of 20% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas.

(5) A floor area ratio up to 1.5 may be allowed by special permit from the Planning Board. See Section 6.8.

(6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures.

(7) The provisions of Section 4.4.7 of this bylaw shall not be applicable to the Mixed-Use 128 district.

4.9.1 Supplemental Dimensional Regulations

(1) Parking structures and surface parking lots may not be located such that they front on public parks.

(2) Parking structures must have an active ground floor use, such as retail, office, institutional, or display, on sides facing a public way. This requirement may be waived by the Planning Board if the developer can provide a suitable alternative that enhances pedestrian or open space use of the site. Structured parking must be located at least 20 feet from adjacent buildings, but may be attached to the building it is servicing if all fire and safety requirements can be met.

(3) Buildings must have a public entrance facing one or more of the streets on which the building fronts.

(4) Maximum uninterrupted facade length shall be 300 feet. However, for buildings within 350 feet of a General Residence district zoning line or river, the uninterrupted facade length shall not exceed 200 feet.

4.9.2 Floor Area Ratio, Incentives

In the Mixed Use-128 District the maximum floor to area ratio (FAR) permitted by right shall be 0.3. However, for projects providing open space and/or new roadways that are deemed by the Planning Board to be consistent with the Goals of the District Plan, a developer shall be allowed one and one half (1.5) additional square feet of gross floor area by right for every square foot of land used for the aforementioned purposes, up to a maximum of 15,000 additional square feet. Any additional roadway area provided by the developer, consistent with this section, shall be deemed as part of total lot area for FAR calculation purposes, and shall be considered as impervious surfaces for the purpose of calculating maximum lot coverage. Open space areas, consistent with this section, shall be deemed part of total lot area for FAR calculation purposes and said areas shall be considered as landscaped areas for purposes of calculating lot coverage.

ARTICLE 3: MAP CHANGE TO NEW ENGLAND BUSINESS CENTER DISTRICT, HIGHLAND COMMERCIAL-128 DISTRICT, AND MIXED-USE 128 DISTRICT

To see if the Town will vote to revise the Zoning Map as follows:

1. Place in the New England Business Center District (NEBC) all that land now zoned Industrial Park and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Cutler Lake and south of the present district boundaries along Highland Avenue. The NEBC district follows the same zoning boundaries as the previous Industrial Park District and is bounded and described as follows:

Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway known as Route 128 (Interstate Route 95) and a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running easterly by said parallel line to the point of intersection with the centerline of Second Avenue, thence running northwesterly by the centerline of Second Avenue to the point of intersection of a line radial to northerly lot corner of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said radial line to the easterly sideline of Second Avenue, thence running by the northerly lot line of said Lot 4 on three courses, thence turning and running southeasterly and easterly on the easterly most lot lines of Lots 29 & 30, as shown on Land Court Plan 24606E, to its point of intersection with the centerline of a 40 ft. way, thence turning and running northeasterly by said centerline to a point of intersection with a line being the end of the 1951 acceptance of Highland Terrace; thence turning and running easterly by the end of Highland Terrace to the point intersection with northeasterly lot line of Lot 6 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 468 of 1994, thence turning and running southeasterly a distance of 78.11 ft. to a point, thence turning and running easterly a distance of 84.93 ft. to a point the last two courses being by said Plan 468 of 1994, then continuing and running easterly 79.35 ft., northerly 548.80 ft., easterly 123.33 ft., southerly 1053.17 ft. and southwesterly 157.19 ft., all as shown on Lot 5 of Land Court Plan 29185 A-2, to a point of curvature at the end of the westerly sideline of the 1962 acceptance plan of Fourth Avenue, thence turning easterly and perpendicular to the last course and running to the centerline of said Fourth Avenue, thence turning and running southerly and southeasterly by said centerline to the point of intersection of the centerline of Kendrick Street, thence turning and running easterly by the centerline of said Kendrick Street to a point of intersection with the northerly projection of the easterly lot line of Lot 2 as shown on Land Court Plan 29360A, thence turning and running to the southerly sideline of Kendrick by said projection and continuing running by the easterly lot line of said Lot 2 to a point, thence turning and running westerly, by the southerly lot lines of Lots 2, 4, 1 and 3 to a point of intersection with the easterly sideline of the Circumferential State Highway, thence turning and running by said easterly sideline northerly to the point of beginning.

2. Place in the Mixed Use-128 District (MU-128) all that land now zoned Industrial and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River southeast of the MBTA right-of-way centerline and northwest of the present district boundaries along Highland Avenue. The MU-128 district follows the same zoning boundaries as the previous Industrial District located east of Route 128 and southeast of the MBTA right-of-way and is bounded and described as follows:

   Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.

3. Place in the Highland Commercial-128 District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Highland Avenue and south of the present Industrial District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the north side of Highland Avenue and is bounded and described as follows:

   Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.

4. Place in the Highland Commercial-District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River south of Highland Avenue and north of the present Industrial Park District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the south side of Highland Avenue and is bounded and described as follows:

   Beginning at the point of intersection of a line running parallel to and 200 feet southerly of the southerly sideline of Highland

Avenue and the easterly sideline of the Circumferential State highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of the centerline of Highland Avenue, thence running easterly by said centerline of Highland Avenue to the centerline of the Charles River, thence running south by said centerline of the Charles River to the intersection of a line 100 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running westerly by said parallel line to the intersection of the centerline of Highland Terrace, thence running southeasterly by the centerline of Highland Terrace to the point of intersection of the projection of a line being the easterly most course of the northerly line of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said line and the remaining courses of said Lot 4 to its intersection with the easterly sideline of Second Avenue, thence turning and running radially to the point of intersection with the centerline of Second Avenue, thence turning and running southeasterly by said centerline to a point of intersection with a line 200 ft. southerly from and parallel to the southerly sideline of Highland Avenue, thence from said intersection running westerly by a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue to the point of beginning.

Or take any other action relative thereto.

Article 3 Explanation: This article describes the geographical boundaries of the New England Business Center District (NEBC), Mixed Use-128 District (MU-128), and Highland Commercial-District (HC-128).

The New England Business Center (NEBC) is bounded by Route 128 to the west, Cutler Lake to the south, the Charles River to the east, and the rear lot line of properties on Highland Avenue to the north. The NEBC district has the same zoning boundaries as the previous Industrial Park district.

The Highland Commercial-128 (HC-128) district includes all properties fronting on Highland Avenue between Route 128 and the Charles River. The district boundary typically follows the rear lot lines of properties along Highland Avenue, to a depth of 100 to 200 feet on either side of the public right-of-way. The HC-128 district has the same zoning boundaries as the previous Business district.

The Mixed Use-128 (MU-128) district is bounded by Route 128 to the west, the rear lot line of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. The MU-128 district has the same zoning boundaries as the previous Industrial district.

MOVED: That the Town vote to revise the Zoning Map as follows:

1. Place in the New England Business Center District (NEBC) all that land now zoned Industrial Park and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Cutler Lake and south of the present district boundaries along Highland Avenue. The NEBC district follows the same zoning boundaries as the previous Industrial Park District and is bounded and described as follows:

   Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway known as Route 128 (Interstate Route 95) and a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running easterly by said parallel line to the point of intersection with the centerline of Second Avenue, thence running northwesterly by the centerline of Second Avenue to the point of intersection of a line radial to northerly lot corner of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said radial line to the easterly sideline of Second Avenue, thence running by the northerly lot line of said Lot 4 on three courses, thence turning and running southeasterly and easterly on the easterly most lot lines of Lots 29 & 30, as shown on Land Court Plan 24606E, to its point of intersection with the centerline of a 40 ft. way, thence turning and running northeasterly by said centerline to a point of intersection with a line being the end of the 1951 acceptance of Highland Terrace; thence turning and running easterly by the end of Highland Terrace to the point intersection with northeasterly lot line of Lot 6 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 468 of 1994, thence turning and running southeasterly a distance of 78.11 ft. to a point, thence turning and running easterly a distance of 84.93 ft. to a point the last two courses being by said Plan 468 of 1994, then continuing and running easterly 79.35 ft., northerly 548.80 ft., easterly 123.33 ft., southerly 1053.17 ft. and southwesterly 157.19 ft., all as shown on Lot 5 of Land Court Plan 29185 A-2, to a point of curvature at the end of the westerly sideline of the 1962 acceptance plan of Fourth Avenue, thence turning easterly and perpendicular to the last course and running to the centerline of said Fourth Avenue, thence turning and running southerly and southeasterly by said centerline to the point of intersection of the centerline of Kendrick Street, thence turning and running easterly by the centerline of said Kendrick Street to a point of intersection with the northerly projection of the easterly lot line of Lot 2 as shown on Land Court Plan 29360A, thence turning and running to the southerly sideline of Kendrick by said projection and continuing running by the easterly lot line of said Lot 2 to a point, thence turning and running westerly, by the southerly lot lines of Lots 2, 4, 1 and 3 to a point of intersection with the easterly sideline of the Circumferential State Highway, thence turning and running by said easterly sideline northerly to the point of beginning.

2. Place in the Mixed Use-128 District (MU-128) all that land now zoned Industrial and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River southeast of the MBTA right-of-way centerline and northwest of the present district boundaries along Highland Avenue. The MU-128 district follows the same zoning boundaries as the previous Industrial District located east of Route 128 and southeast of the MBTA right-of-way and is bounded and described as follows:

   Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the

northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.

3. Place in the Highland Commercial-128 District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River north of Highland Avenue and south of the present Industrial District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the north side of Highland Avenue and is bounded and described as follows:

Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.

4. Place in the Highland Commercial-District (HC-128) all that land now zoned Business District and lying between the Circumferential Highway, known as Route 128, and the centerline of the Charles River south of Highland Avenue and north of the present Industrial Park District boundary running parallel to Highland Avenue. The HC-128 District follows the same boundaries as the previous Business District located between Route 128 and the Charles River on the south side of Highland Avenue and is bounded and described as follows:

Beginning at the point of intersection of a line running parallel to and 200 feet southerly of the southerly sideline of Highland Avenue and the easterly sideline of the Circumferential State highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of the centerline of Highland Avenue, thence running easterly by said centerline of Highland Avenue to the centerline of the Charles River, thence running south by said centerline of the Charles River to the intersection of a line 100 ft. southerly of and parallel to the southerly sideline of Highland Avenue, thence running westerly by said parallel line to the intersection of the centerline of Highland Terrace, thence running southeasterly by the centerline of Highland Terrace to the point of intersection of the projection of a line being the easterly most course of the northerly line of Lot 4 as shown on Land Court Plan 24606A, thence turning and running by said line and the remaining courses of said Lot 4 to its intersection with the easterly sideline of Second Avenue, thence turning and running radially to the point of intersection with the centerline of Second Avenue, thence turning and running southeasterly by said centerline to a point of intersection with a line 200 ft. southerly from and parallel to the southerly sideline of Highland Avenue, thence from said intersection running westerly by a line 200 ft. southerly of and parallel to the southerly sideline of Highland Avenue to the point of beginning.

ACTION : The main motion was presented and carried by the required two-thirds vote as declared by the Moderator.

At 10:50 P.M. the following Resolutions were offered by the Board of Selectmen:

RESOLUTION

In Memory of Sally Ann Cohn Levitan

WHEREAS: Sally Cohn Levitan was born and raised in Beverly, Massachusetts. She and her husband Leon settled in Needham in 1950 and raised their four children, Bethellen, Nathan, Laura and Amy; and

WHEREAS: Sally Levitan was active in the Girl Scouts and a member and President of the Sisterhood at Temple Teyim in Newton; and

WHEREAS: Sally Levitan served on the board of the Massachusetts League of Women Voters and was President of the Needham league of Women Voters from 1958 to 1960; and

WHEREAS: Sally Levitan was active in Needham civic affairs, a member and Chair of the Needham Finance Committee and an elected town meeting member from Precinct C for ten years.

NOW, THEREFORE, BE IT RESOLVED by this body that the March 25, 2002 Special Town Meeting be dissolved in honor of the

many civic and community contributions of Sally Cohn Levitan to the Town of Needham.

ACTION : The Resolution was presented and carried unanimously by voice vote.

RESOLUTION

In memory of E. Loretta Reynolds

WHEREAS: Loretta Reynolds was born and raised in Waterbury, Connecticut. She and her husband Frederick Reynolds settled in Needham and raised three sons, Keith, Charles and Brian; and

WHEREAS: Ms. Reynolds served as a member of several town-wide committees including: Parking Facilities Study Committee, Future School Needs Committee, and the Town Government Review Study Committee; and

WHEREAS: Loretta Reynolds was a member and President of the Needham League of Women Voters; and

WHEREAS: Loretta Reynolds was active in civic affairs in Needham. Loretta was a member of the Needham Planning Board and instrumental in working to secure Ridge Hill for Needham, and a member of the Board of Selectmen from 1973 to 1979; and

WHEREAS: Loretta Reynolds was dedicated to her family, her neighbors and her community and will long be remembered by the citizens of Needham.

NOW, THEREFORE, BE IT RESOLVED by this body that the March 25, 2002 Special Town Meeting be dissolved in honor of the many civic and community contributions of E. Loretta Reynolds.

ACTION: The Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, CMC/AAE,
Town Clerk

a true copy
ATTEST:

RECORD OF THE ANNUAL TOWN ELECTION MONDAY, APRIL 8, 2002

Pursuant to a Warrant issued by the Selectmen February 26, 2002 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Monday, the eighth day of April in the year 2002 at forty-five minutes after six o'clock in the forenoon.

The meeting was called to order and the Warrant and the Officer's Return were read by the Warden of the Precincts, the reading of the articles in the Warrant being waived upon motion.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - High Rock School - Gymnasium
Precinct E - Pollard Middle School - Room 226
Precinct F - Stephen Palmer Community Room
Precinct G - Needham Public Library - Community Room
Precinct H - Needham Public Library - Community Room
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School - Gymnasium

The polls were opened at forty-five minutes after six o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park & Recreation Commission for Three Years;
Two Constables for Three Years;
Twenty-Four Town Meeting Members from Precinct A;
Twenty-Four Town Meeting Members from Precinct B;
Twenty-Four Town Meeting Members from Precinct C;
Twenty-Four Town Meeting Members from Precinct D;
Twenty-Four Town Meeting Members from Precinct E;
Twenty-Four Town Meeting Members from Precinct F;
Twenty-Four Town Meeting Members from Precinct G;
Twenty-Four Town Meeting Members from Precinct H;
Twenty-Four Town Meeting Members from Precinct I;
Twenty-Four Town Meeting Members from Precinct J.

Article 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

"Shall an act passed by the general court in the year 2001, entitled 'An Act authorizing the town of Needham to grant certain establishments licenses for the sale of wine and malt beverages to be drunk on the premises', be accepted?"

Summary: Town meeting approved article 18 of the Special Town Meeting held on November 13, 2000 which authorized the Board of Selectmen to petition the General Court for enactment of a special law to authorize the Town of Needham to issue licenses to certain establishments for the sales of wines and malt beverages to be drunk on the premises of restaurants with a seating capacity of less than 100 persons. This act was passed by the House and Senate and signed by the Governor on November 30, 2001. This act shall take effect upon its passage by the voters of the Town of Needham.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	6	3	0	0	3
8:00 A.M.	15	8	7	20	22
9:00 A.M.	21	15	21	30	36
10:00 A.M	28	28	38	37	48
11:00 A.M.	36	57	50	50	61
12:00 NOON	52	80	64	60	75
1:00 P.M.	65	93	74	65	82
2:00 P.M.	69	102	90	73	108
3:00 P.M.	80	115	100	99	121
4:00 P.M.	85	142	125	100	145
5:00 P.M.	109	162	148	121	170
6:00 P.M.	125	188	172	150	203
7:00 P.M.	140	222	182	173	238
8:00 P.M.	158	235	203	205	277

PRECINCTS	F	G	H	I	J
7:00 A.M.	6	0	0	3	1
8:00 A.M.	23	17	19	27	16
9:00 A.M.	42	32	22	58	25
10:00 A.M.	63	41	37	71	36
11:00 A.M.	78	64	56	85	45
12:00 NOON	94	73	66	109	61
1:00 P.M.	111	95	93	123	78
2:00 P.M.	127	118	122	147	92
3:00 P.M.	145	123	148	169	105
4:00 P.M.	159	150	165	204	130
5:00 P.M.	183	167	192	232	149
6:00 P.M.	225	193	223	294	182
7:00 P.M.	258	247	243	355	215
8:00 P.M.	288	285	266	390	243

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:50 P.M. April 8, 2002.

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST: 2,553 -13.88%

The result of the balloting was as follows:

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total Number of Votes Cast	158	235	205	205	277	289	285	266	390	243	2,553
MODERATOR (for one year)(Vote for One)											
Michael K. Fee	110	185	169	160	212	220	232	187	283	182	1,940
Scattered Write-Ins	0	0	0	3	2	1	2	1	0	1	10
Blanks	48	50	36	42	63	68	51	78	107	60	603
SELECTMAN (for three years)(Vote for Not More Than Two)											
John H. Cogswell	99	167	150	133	186	199	202	180	267	163	1,746
Gerald A. Wasserman	103	163	148	140	182	201	201	173	253	157	1,721
Scattered Write-ins	2	0	0	4	2	0	5	1	2	5	21
Blanks	112	140	112	133	184	177	162	178	258	161	1,617
ASSESSOR (for three years)(Vote for One)											
Thomas J. Mulhern	97	164	141	133	181	193	207	163	247	164	1,690
Scattered Write-ins	0	0	0	1	1	0	0	1	0	0	3
Blanks	61	71	64	71	95	96	78	102	143	79	860
SCHOOL COMMITTEE (for three years)(Vote for Not More Than Two)											
Karen N. Price	115	159	127	121	178	188	163	163	248	160	1,622
Susan Welby	104	151	150	144	184	191	190	175	253	164	1,706
Rao H. Prabhala	33	52	35	45	62	61	94	70	112	72	636
Scattered Write-ins	0	0	0	0	0	1	3	1	0	1	6
Blanks	64	108	98	100	130	136	121	123	167	89	1,136
TRUSTEE OF MEMORIAL PARK (for three years)(Vote for One)											
John S. Gallello	107	166	147	146	191	208	192	166	256	172	1,753
Scattered Write-ins	1	1	0	1	2	0	2	0	1	1	9
Blanks	50	68	56	58	84	81	91	100	133	70	791
TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years)(Vote for Not More Than Three)											
Thomas M. Harkins	85	127	115	115	176	158	176	150	218	129	1,449
Sally B. Powers	90	141	123	125	165	162	172	176	241	130	1,525
Margaret L. Pantridge	56	130	94	101	128	141	154	117	199	119	1,237
Lois F. Sockol	99	119	132	117	138	164	144	163	216	168	1,460
Scattered Write-ins	0	0	0	0	0	0	3	1	0	0	4
Blanks	144	188	151	157	224	242	208	191	296	183	1,984
BOARD OF HEALTH (for three years)(Vote for One)											
Edward V. Cosgrove	100	165	151	146	193	195	200	165	255	162	1,732
Scattered Write-ins	0	1	0	0	1	0	1	1	0	0	4
Blanks	58	69	54	59	83	94	84	100	135	81	817

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total Number of Votes Cast	158	235	205	205	277	289	285	266	390	243	2,553
PLANNING BOARD (for five years)(Vote for One)											
Robert T. Smart, Jr.	97	167	143	135	183	183	210	160	257	151	1,686
Scattered Write-ins	0	0	1	0	1	0	1	1	0	2	6
Blanks	61	68	61	70	93	106	74	105	133	90	861
COMMISSIONER OF TRUST FUNDS (for three years)(Vote for One)											
Robert D. Hall, Jr.	87	152	131	123	153	171	171	165	229	148	1,530
Scattered Write-ins	0	1	1	1	2	0	4	3	2	1	15
Blanks	71	82	73	81	122	118	110	98	159	94	1,008
PARK & RECREATION COMMISSION (for three years)(Vote for One)											
Philip V. Robey	94	158	147	144	189	192	205	182	275	172	1,758
Scattered Write-ins	0	0	0	0	1	0	1	0	1	1	4
Blanks	64	77	58	61	87	97	79	84	114	70	791
CONSTABLE (for three years)(Vote for Not More Than Two)											
William F. Hines	86	148	128	122	155	170	169	143	226	151	1,498
Charles G. Wright	84	152	131	128	163	174	166	147	227	155	1,527
Scattered Write-ins	1	1	0	0	2	0	0	1	0	1	6
Blanks	145	169	151	160	234	234	235	241	327	179	2,075
BALLOT QUESTION (Wine & Malt Licenses for Restaurants with less than 100 Seat Capacity)											
YES	109	184	164	166	231	223	234	211	339	202	2,063
NO	43	40	34	27	45	58	44	42	46	39	418
Blanks	6	11	7	12	1	8	7	13	5	2	72

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT A (For three years)

Karen S. Tiberi	92	John D. Genova	81
Karen N. Price	90	Nina Silverstein	80
Richard S. Creem	86	Michael A. Cerundolo	79
Irwin Silverstein	83	Donald B. Gratz	79

PRECINCT A (For two years)

Louise P. Swanson	77	Richard D. Lempitski	73
Alan J. Davidson	77	Stuart J. Farkas	73
George Tarallo	75	Elsie Robinson	70
Alan S. Fanger	74	Sydney Randall	68

PRECINCT A (For one year)

Blanche D. Randall	64	Chantell R. Albert	2
Write-Ins:		Walter D.Herrick	2
George E. Travis, Jr.	5	Wanda Lempitski	2
Cheryl Gosmon	4	Karen R. Levine	2
Rhonda K. Spector	3		

PRECINCT A (Not Elected)

Maureen S. Doherty	1	Kevin P. O'Brien	1
Stephen J. Ftorek	1	Sylvia Shuman	1
Douglas Howard MacFadden	1	James L. Cook	1

PRECINCT B (For three years)

George Giunta, Jr.	135	Albert E. Mills	125
Deborah H. Anastas	132	Stanley E. Piltch	124
Meredith P. Page	128	Maureen E. Dimeo	122
Sarah Ann Toran	128	* Harriett D. Tippett	121
		* Elizabeth Ann Mills	121

PRECINCT B (For two years)

		Sandra E. Jaszek	119
George Baierlein	119	Robert D. Friedman	118
John F. Whalen, Jr.	119	Richard B. Moody	117
Mark Andrew Weiss	119	Irene D. Jenkins	116

PRECINCT B (For one year)

Steven Rosenstock	111	Kevin T. Pendergast	2
John J. Frankenthaler	111	* Damon J. Borrelli	1
David C. Harris	108	* Wilfred G. Corey	1
Write-ins:		* Thomas M Jacob	1
Elisabeth A. Harris	2	* Glenn S. Orenstein	1

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT C (For three years)

Christine M. Harvey	104	James D. Masterman	97
Paul S. Alpert	100	Jan D. Campbell	96
Howard S. Goldman	100	* Peter A. Alpert	94
Sandra Balzer Tobin	99	* Mark J. Gluesing	94
		* Eric D. Leskowitz	94
		* Stanton H. Davis	94

PRECINCT C (For two years)

Daniel L. Lintz	93	Barry S. Levine	89
William H. Dugan, Jr.	93	Carl J. Lueders	88
Lyn H. Robbins-Jekowsky	90	Derrek Lane Shulman	88

PRECINCT C (For one year)

Susan A. Barber	86	Ruth Z. Nadol	76
Steven C. Sharaf	85	Jeffrey W. Stulin	75
Jonathan D. Tamkin	84	Write-ins:	
John H. Haslip	84	Cynthia D. Loker	15
		Paul B. Tillotson	9

PRECINCT C (Not Elected)

James O. Fleckner	2	George W. Trumbour, Jr.	1
Sarah K. Fleckner	2	Janet Krawiecki	1
Michael S. Heier	1		

PRECINCT D (For three years)

Sally B. Powers	115	Christine H. Miara	105
Carol Johnson Boulris	113	Alexander V. Zaleski	104
Paul Killeen	108	Kathryn L. D'Addesio	100
Ann Dermarderosian	106	* Sharon C. O'Brien	99
		* Lois C.Bacon	99

PRECINCT D (For two years)

Kathleen M. Lewis	98	Mark S. Driscoll	92
Roger B. Hunt	97	Thomas F. Soisson	92
Bruce T. Eisenhut	94	Antonio M. Manzon	90
		Christopher J. Condon	90

PRECINCT D (For one year)

Maura Brady Steeves	89	Write-ins:	
Julene E. Schultz	88	Kathryn B. Ballard	15
Cynthia Conturie	86	Edward S. Cahalane	15
Serge J. Zdanovich	82	Margaret Leslie Pantridge	13
		Patrice O'Toole	9

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT D (Not Elected)

Write-Ins:		Jeffrey B. Megar	2
William A. Concannon	5	George S. Marks	2

PRECINCT E (For three years)

Ann M. Cosgrove	126	James G. Healy	102
Thomas M. Harkins	126	Jane A. Howard	99
Roma Jean Brown	105	William J. Supple	99
Philip V. Robey	105	Linda J. George	99

PRECINCT E (For two years)

Jean C. Martin	93	Jo Ann Miles	89
Carol A. Tracy	91	Maryruth Perras	88
Linda J. Novak	89	Ford H. Peckham	80
Cynthia J. Chaston	89	* Mark P. Fachetti	79
		* Paul J. Durda	79

PRECINCT E (For one year)

Michelle S. Ardini	75	Lawrence R. Cummings	71
William J. Miles	73	Jeffrey A. Kleiman	70
Martin L. B. Walter	72	Roy A. Cramer	68
		Paul A. Siegenthaler	65

PRECINCT E (Not Elected)

Theodore Weiner	62	Michael P. Hourigan	56
Theodore L. Baker	61	Theodore M. Crowell	56
Carl M. Rubin	58	Write-in:	
		Forrest M. L. Brown	1

PRECINCT F (For three years)

James Hugh Powers	156	John F. Milligan	125
Gail E. Davis	134	Gilbert W. Cox, Jr.	124
Joan E. Adams	126	Richard W Davis	123
Deborah S. Winnick	125	Sarah P. McCormick	119

PRECINCT F (For two years)

Amy L. MacAvery	118	Elliot M. Weinstein	106
Saul Adams	115	Jennifer S. Sexton	104
Phyllis S. Fanger	114	Carolyn R. McIver	104
Elizabeth B. Kloss	108	Stephen L. Dornbusch	104

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT F (For one year)

Vincent J. Fabiani	103	Paul Theodore Owens	98
Gregory John Shesko	103	Bernard H. Ford	98
Julio Farulla	102	Jeffrey D. Heller	91
Donald R. Steinberg	101	David B. Frischling	91

PRECINCT F (Not Elected)

Andrew James Maynard	87

PRECINCT G (For three years)

Susan Welby	143	Patricia B. Buckley	129
Caroline D. Murray	143	Barbara K. Popper	126
Jill E. Owens	132	Kathleen O'Keeffe	125
Robert T. Smart, Jr.	129	* Maureen T. McCaffrey	123
		* Susan W. Abbott	123

PRECINCT G (For two years)

		Edwin A. Murray, Jr.	114
John J. Romeo	119	Patrick C. Forde	113
Helen Jursek	118	Robert T. Heald	110
Timothy P. Tierney	116	Mary S. Kenslea	108

PRECINCT G (For one year)

John W. Day	107	Paul H. Attridge	99
Richard DeMeis	102	Paul O'Connor	96
Marcia B. Young	101	Michael J. Crawford	91
Richard B. Weitzen	101	William F. Connors	89

PRECINCT G (Not Elected)

Robert D. Webb	77	Glenn A. Marston	70
Jonathan S. Weistrop	76		

PRECINCT H (For three years)

Peter J. Meade	144	Barbara R. Wilmot	125
Therese A. Buckley	138	Nancy E. McCarthy	125
Marjorie M. Margolis	138	A. Marie Holland	124
Paul T Milligan	131	Robert Y. Larsen	124

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT H (For two years)

Lee K. Fox	123	Richard J. Savage	115
LeRoy J. Nutile	121	Daniel J. Kumin	110
John E. Comando	119	* Ronald L. Morrison	108
John A. Bulian	118	* Peter Friedenberg	108
Ellen M. Grady	115	* Elizabeth P. Handler	108

PRECINCT H (For one year)

Michael A. Diener	107	Write-ins:	
Julia Satti Cosentino	106	Lois F. Sockol	14
Arthur P. Phillips	106	* Rosalie G. Fox	13
Jeffrey Kristeller	104	* Aaron Sockol	13

PRECINCT H (Not Elected)

Burton G. Mandel	2	George W. Thissell	2

PRECINCT I (For three years)

Paul F. Denver	219	Maurice P. Handel	196
Richard W. Gatto	212	Michele M. McQuillen	194
Thomas H. Hannigan, Jr.	198	Elizabeth A. Giles	193
Peter W. Adams	197	Maura O. Walsh	193

PRECINCT I (For two years)

Lorraine M. Murphy	189	Joshua S. Levy	177
Susanne D. Hughes	188	David J. Escalante	174
Keith M. McClelland	182	* Kathleen D. Whitney	170
Steven M. Allison	178	* Robert J. Rondini	170
Jill C. Kahn-Boesel	178		

PRECINCT I (For one year)

Elizabeth M. Keil	169	Harry F. Kearins	156
Michael T. Vaughn	166	Peter J. Pingitore	155
Leslie Ann Renzulli	162	Ada W. Suydam	144
Nicholas S. Renzulli	160		

PRECINCT I (Not Elected)

Write-Ins:	Michael E. Alexander	13

TOWN MEETING MEMBERS

* Tie Vote

PRECINCT J (For three years)

Betsy M. Tedoldi	135	Barbara J. Downs	122
Leigh M. Doukas	132	Laura A. Brooks	121
William R. Dermody	132	Frank H. Schaller	120
Michael J. Greis	122	John D. Marr, Jr.	120

PRECINCT J (For two years)

Catherine J. Barker	116	Paul G. Smith	112
Deborah A. Coyle	115	David R. Cox	110
Robert A. Downs	115	John P. Connelly	110
Mathew David Talcoff	114	Emily M. Salaun	109

PRECINCT J (For one year)

Jane B. Murphy	105	Elton J. Dalaune	98
Bradley Christenson	105	William M. Hynes	98
Marcia C. Mather	103	Brian J. Hallahan	96
Margaret A. Tucker	99	Write-in: Robert Scott Amsbary	9

PRECINCT J (Not Elected)

Write-ins:		Carol I. Urwitz	2
Caroline B. Edge	2	Robert A. Bertsche	1
Robert O. Landry	2	Melanie A. Prescott	1
Kelly M. Partridge	2	Noah J. Pearlstein	1

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:50 P.M., April 8, 2002.

Theodora K. Eaton, CMC/AAE

Town Clerk

ELECTION
(To break Tie Votes in Precinct B
for Write-In Candidates for the One-Year Term)
Tuesday, April 23, 2002
7:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct B was held on Tuesday, April 23, 2002 at 7:00 P.M. for the purpose of electing three of four write-in candidates receiving tie votes to fill three vacancies until the next Annual Town Election. The ballots were cast with the following results:

Damon J. Borrelli	8 Votes
Wilfred G. Corey	7 Votes
Thomas M. Jacob	6 Votes
Glenn S. Orenstein	4 Votes

ELECTION
(To break A Tie Vote in Precinct B
for the Three-Year Term)
Tuesday, April 23, 2002
7:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct B was held on Tuesday, April 23, 2002 at 7:00 P.M. for the purpose of breaking a tie vote for the three-year term. The ballots were cast with the following results:

Elizabeth Ann Mills	6 Votes
Harriett T. Tippett	3 Votes

ELECTION
(To break Tie Votes in Precinct C
for the Three-Year Term)
Tuesday, April 23, 2002
7:15 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct C was held on Tuesday, April 23, 2002 at 7:15 P.M. for the purpose of breaking two tie votes for three-year terms. The ballots were cast with the following results:

Mark J. Gluesing	6 Votes
Peter A. Alpert	2 Votes *
Eric D. Leskowitz	2 Votes *
Stanton H. Davis	1 Vote

- Tied for second three-year term - election scheduled for May 6, 2002 at 7:00 P.M.

ELECTION
(To break A Tie Vote in Precinct D
for the Three-Year Term)
Tuesday, April 23, 2002
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct D was held on Tuesday, April 23, 2002 at 7:30 P.M. for the purpose of breaking a tie vote for the three-year term. The ballots were cast with the following results:

Sharon C. O'Brien	6 Votes
Lois C. Bacon	5 Votes

ELECTION
(To break A Tie Vote in Precinct E
for the Two-Year Term)
Tuesday, April 23, 2002
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct E was held on Tuesday, April 23, 2002 at 7:30 P.M. for the purpose of breaking a tie vote for the two-year term. The ballots were cast with the following results:

Mark P. Fachetti	7 Votes
Paul J. Durda	4 Votes

ELECTION
(To break A Tie Vote in Precinct G
for the Three-Year Term)
Tuesday, April 23, 2002
7:45 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct G was held on Tuesday, April 23, 2002 at 7:45 P.M. for the purpose of breaking a tie vote for the three-year term. The ballots were cast with the following results:

Susan W. Abbott	13 Votes
Maureen T. McCaffrey	4 Votes

ELECTION
(To break A Tie Vote in Precinct H
for the Two-Year Term)
Tuesday, April 23, 2002
7:45 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct H was held on Tuesday, April 23, 2002 at 7:45 P.M. for the purpose of breaking a tie vote for the two-year term. The ballots were cast with the following results:

Ronald L. Morrison	10 Votes
Elizabeth P. Handler	8 Votes
Peter Friedenberg	2 Votes

ELECTION
(To break A Tie Vote in Precinct H
for the One-Year Term)
Tuesday, April 23, 2002
7:45 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct H was held on Tuesday, April 23, 2002 at 7:45 P.M. for the purpose of breaking a tie vote for the One-year term. The ballots were cast with the following results:

Rosalie G. Fox	13 Votes
Aaron Sockol	7 Votes

ELECTION
(To break A Tie Vote in Precinct I
for the Two-Year Term)
Tuesday, April 23, 2002
8:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct I was held on Tuesday, April 23, 2002 at 8:00 P.M. for the purpose of breaking a tie vote for the two-year term. The ballots were cast with the following results:

Kathleen D. Whitney	7 Votes
Robert J. Rondini	4 Votes

ELECTION
(To fill A Vacancy in Precinct J
created by the resignation of Frank H. Schaller)
Tuesday, April 23, 2002
7:45 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct J was held on Tuesday, April 23, 2002 at 8:00P.M. for the purpose of breaking a tie vote for a one-year term. The ballots were cast with the following results:

Caroline B. Edge	7 Votes
Kelly M. Partridge	4 Votes
Carol I. Urwitz	3 Votes
Robert O. Landry	1 Vote

ELECTION
(To break Tie Votes in Precinct C
for the Three-Year Term)
Monday, May 6, 2002
7:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct C was held on Monday, May 6, 2002 at 7:00 P.M. for the purpose of breaking two remaining tie votes for the three-year term. The ballots were cast with the following results:

Peter A. Alpert	13 Votes
Eric D. Leskowitz	9 Votes

Theodora K. Eaton, CMC/AAE,
Town Clerk

Attest:

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12.	Appropriate for the FY2003 Operating Budget	73-76
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14.	Appropriate the FY2003Wastewater Enterprise Fund Budget	77-78
15.	Appropriate the FY2003 Solid Waste/Recycling Enterprise Fund Budget	87-88
16.	Continue Departmental Revolving Funds	89-90
17.	Authorization to Expend State Funds for Public Ways	90
18.	Transfer of Budgetary Fund Balance	90-91
19.	Appropriate for School Supplemental Funding – Newman Preschool	91-92
20.	Appropriate for High School Renovation	92-93
21.	Amend General By-Law – Article 1, Dates of Town Meeting	93-94
22.	Amend General By-Law – Article 1, Mailing of Notification	94
23.	Amend General By-Law – Article 2, Contract Procedures	94-95
24.	Amend General By-Law – Article 2, Assignment of Street Numbers	95-96
25.	Amend General By-Law – Article 6, General Wetlands Protection	96-97
26.	Petition General Court – Authorize the Town of Needham to Grant Real Estate Tax Rebates to Certain Property Owners	71-72/97
27.	Establish a Committee to Study the MBMB and PPBC	97
28.	Continue Community Center Study Committee	72/97
29.	Continue School Safety Study Committee	72/97

Article	Descriptive Title	Page
	Annual Town Meeting - Continued	
30.	Continue Solid Waste Disposal/Recycling Advisory Committee	97-98
31.	Continue the Committee to Study Annual Town Meeting Dates	98
32.	Omnibus Article	98
	Special Town Meeting - May 8, 2002	
1.	Appropriate for Middle School Feasibility Study	79-80
2.	Amend Classification and Standard Rates of Compensation	80-83
3.	Payment of Unpaid Bills of Prior Years	83-84
4.	Amend FY2002 Operating Budget	84-85
5.	Amend Water Enterprise Fund Budget	85-86
6.	Amend Wastewater Enterprise Fund Budget	86-87

ANNUAL TOWN MEETING FOR THE TRANSACTION OF BUSINESS

May 6, 2002

Pursuant to a Warrant issued by the Selectmen February 26, 2002, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman Elementary School on Monday, May 6, 2002, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 251 voters, including 235 Town Meeting Members, were checked on the list as being present.

The meeting was called to order at 7:30 o'clock by the Moderator, Michael K. Fee. The colors were presented this year jointly by color guards comprised of Lt. John Kraemer, Sargent Christopher Baker, Sargent Alfred Droney and Detective John Schlittler, members of the Needham Police Department, and Deputy Chief Alfred DeIulio, Lt. Paul Buckley, and Firefighter Shawn Donovan, members of the Needham Fire Department, while those present joined in pledging allegiance to the flag. Town Meeting Members joined in singing America The Beautiful to the accompaniment of two student musicians Andrew Ardini, 11th Grade, and Joshua Levy, 9th Grade. The Moderator thanked Michael Reinstein and Mike Reilly for manning the microphones this evening.

At the designation of the President of the Needham Clergy Association, the Reverend Gordon C. Swan, current President and Pastor of The First Baptist Church in Needham, gave the invocation.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record. At this time the Moderator requested unanimous consent to accept the results of the Annual Town Election as recorded by the Town Clerk and it was so voted.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. I ask that you rise to be recognized and address the Moderator. Please state your name and precinct when recognized so that the Town Clerk may keep an accurate record.

3. Your attention is drawn to the disclosure required by an attorney employed by one who has an interested in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

4. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

5. Short motions to amend and procedural motions need not be in writing.

6. Parliamentary procedures known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

7. Limits on debate shall be enforced by the Moderator.

8. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

9. As stated in the Moderator's memorandum to Town Meeting Members, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

10. Unanimous consent was given to adopt the following limits of debate:

15 Minutes in total - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

As in previous years, with respect to Article 12, the Fiscal Year 2003 Operating Budget, as well as Articles 13, 14, and 15, no motion to amend which adds funds to a particular line item or items will be in order unless the movant identifies the line items elsewhere in the budget from which these funds will be taken.

Hearing no objection, the Moderator finds by majority vote that the rules of practice concerning debate and rules of procedure as described by the Moderator are voted and adopted and the Town Clerk will so record.

Changes in affirmative motions contrasted with articles were noted by the Moderator.

The Moderator announced that the proponents of Articles 4 and 5 requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of Articles 4 and 5. It was voted unanimously to withdraw Articles 4 and 5.

The Moderator announced the following articles in which there will be motions to amend and therefore cannot be passed by unanimous consent: Articles 12, 13, 14, 15, 19, 21, and 24.

The Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No 6. No Town Meeting Member responded with "question" or "debate" to the following articles: 6, 7, 8, 9,10, 26, 28, and 29.

The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. The Moderator stated that the Town Counsel had filed copies of an affirmative motion for each article with the Town Clerk on April 29, 2002, and that the motions had been available for public scrutiny since that date. It was moved that all affirmative motions for the above-mentioned articles be adopted by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 6: AMEND CLASSIFICATION AND STANDARD RATES OF COMPENSATION

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefore a new Classification and Standard Rates of Compensation Schedule; or take any other action relative thereto.

Article 6 Explanation: In accordance with MGL Chapter 41, Section 108A, the Town annually adopts a classification and compensation schedule for General Government employees, other than employees covered by labor contracts. The Personnel Board recommends classification and compensation levels for non-represented employees, as well as classification levels for employees whose titles are contained in a bargaining unit. The rates of pay for the latter are set during the collective bargaining process and are incorporated into the classification and compensation schedule. All proposed revisions to the Classification and Standard Rates of Compensation Schedule will be provided to Town Meeting Members before May 6th, 2002. The Personnel Board recommends a 3.5% wage increase for non-represented employees for fiscal year 2003: 3% effective July 1, 2002, and .5% effective January 1, 2003.

MOVED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefore a new Classification and Standard Rates of Compensation Schedule.

ACTION: So voted by unanimous vote.

VOTED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefore a new Classification and Standard Rates of Compensation.

FISCAL YEAR 2003
SCHEDULE A

Effective July 1, 2002

Full-time, part-time and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE
Activity Instructor	Schedule C
Administrative Assessor	M-2
Administrative Assistant	TS-3
Administrative Coordinator	TS-4
Administrative Specialist	TS-4
Animal Control Officer	PB-1
Animal Inspector	Schedule C
Assistant Administrative Assessor	PT-4
Assistant Cataloger	SS-3
Assistant Children's Librarian	SS-4
Assistant Director of Emergency Management	Schedule C
Assistant Director of Public Library	NR-6
Assistant Director, Park & Recreation	PT-4
Assistant Program Coordinator	NR-1
Assistant Program Coordinator (PT)	Schedule C
Assistant Superintendent	NR-5
Assistant Superintendent, Fire Alarm	FA-2
Assistant to Planning Director	NR-3
Assistant to Town Administrator	NR-3
Assistant Town Administrator/Director of Finance	M-4
Assistant Town Administrator/Personnel Director	M-3
Assistant Town Clerk	NR-3
Assistant Town Engineer	NR-6
Assistant Treasurer/Collector	NR-5
Assistant, Council on Aging	Schedule C
Associate Director, Council on Aging	PT-4
Building Construction and Renovation Manager	M-3
Building Inspector, Substitute	Schedule C
Building Monitor	Schedule C
Canvasser	Schedule C
Carpenter	BT-2
Chief Pumping Station Operator	W-7
Civil Engineer	NR-4
Clerk	Schedule C
Committee Secretary	SS-3
Computer Operator	PT-1
Conservation Officer	NR-3
Contract Administrator	NR-6
Council on Aging, Executive Director	M-2
Craftsworker	BT-2
Custodian	BC-1
Department Assistant 1	TS-1
Department Assistant 2	TS-2
Department Specialist	TS-3
Deputy Fire Chief	F-4
Deputy Fire Chief, Operations	F-4
Director of Emergency Management	Schedule C

Director of Municipal Building Maintenance	M-4
Director of Parks & Recreation	M-2
Director of Public Health	M-3
Director of Public Library	M-3
Director of Public Works	M-5
Director of Veteran's Services	M-1
Director of Youth Services	M-2
Director, Management Information Systems	M-3
Division Superintendent, Highway	M-2
Division Superintendent, Parks	M-2
Division Superintendent, Solid Waste/Recycling	M-1
Division Superintendent, Water/Sewer	M-3
DPW Director of Administrative Services	NR-5
Election Clerk	Schedule C
Election Inspector	Schedule C
Election Warden	Schedule C
Electrician	BT-3
Enforcement Agent	Schedule C
Environmental Health Agent	PT-5
Equipment Mechanic	W-5
Finance Committee, Executive Secretary	Schedule C
Fire Captain	F-3
Fire Chief	M-5
Fire Lieutenant	F-2
Firefighter	F-1
Garage and Equipment Supervisor	M-1
GIS/Database Administrator	PT-5
Heavy Motor Equipment Operator	W-4
HVAC Technician	BT-3
Inspector of Buildings	M-2
Inspector of Plumbing & Gas	NR-4
Inspector of Wires	NR-4
Laborer 1	W-1
Laborer 2	W-2
Laborer 3	W-3
Library Assistant	SS-2
Library Assistant PT	SS-1
Library Children's Supervisor	NR-4
Library Circulation Supervisor	SS-5
Library Page	Schedule C
Library Reference Supervisor	R-4
Library Technical Services Supervisor	NR-4
Lineman	FA-1
Local Building Inspector	NR-5
Maintenance Worker/Custodian	NR-1
Management Analyst	PT-5
Marketing Program Assistant	Schedule C
Master Mechanic	W-7
Network Administrator	PT-6
Nutritionist	PT-3
Outreach Worker, Council on Aging	PT-2
Parking Clerk	Schedule C
Parking Enforcement Attendant	SS-2
Personal Computer Specialist	Schedule C
Planning Director	M-2
Plumber	BT-3
Plumbing & Gas Inspector Substitute	Schedule C
Police Chief	*
Police Lieutenant	P-3
Police Matron	Schedule C
Police Officer	P-1
Police Sergeant	P-2
Program Coordinator	NR-2
Program Coordinator (PT)	Schedule C
Program Manager	M-1
Programmer/Computer Operator	PT-3
Public Health Nurse	PT-5
Public Safety Dispatch Supervisor	NR-4
Public Safety Dispatcher	NR-1
Public Works Craftsworker	W-4
Public Works Inspector	W-7
Public Works Specialist	W-4
Public Works Technician	W-5
Pumping Station Operator	W-5
Recording Secretary	Schedule C
Recreation Specialist 1-5	Schedule C
Reference Librarian PT	NR-2
Reference Librarian/Audio Visual Specialist	NR-3
Registrar of Voters	Schedule C
Ridge Hill Ranger	Schedule C
Sealer of Weights & Measures	NR-4
Seasonal Packers/Drivers	Schedule C
Senior Administrative Coordinator	TS-5
Senior Building Custodian	T-10
Senior Corps Participant	Schedule C
Senior Custodian 1	BC-2
Senior Custodian 2	BC-3
Senior Drafter	NR-2
Senior Program Manager	M-3
Senior Trip Coordinator	Schedule C
Social Worker	PT-3
Special Detail Worker	Schedule C
Student Draftsman and Rodman	Schedule C
Student Intern 1 - 4	Schedule C
Supervisor of Custodial Services	NR-5
Survey Party Chief	NR-3
Systems Analyst	PT-3
Technical Support Specialist	PT-3
Temporary Laborer/Trades Assistant	Schedule C
Town Comptroller	M-2
Town Counsel	Schedule C
Town Engineer	M-3
Town Treasurer and Tax Collector	M-2
Traffic Supervisor	Schedule C
Traveling Meals Coordinator	NR-2
Tree Climber	W-4
Warehouse Person	BT-1
Water Treatment Facility Manager	NR-5
Weighmaster	W-3
Wiring Inspector Substitute	Schedule C
Working Foreman	W-6
Youth Center Worker 1 - 5	Schedule C

SCHEDULE A STIPENDS

(Additional compensation for specific assignments)

(1) Additional $100.00 per month when assigned to and performing the duties of Assistant Director of Public Works

(2) Additional $100.00 per month when assigned to and performing the duties of Office Manager as designated by the Director of Public Works

(3) Said Director shall be the Superintendent of Public Works within the meaning of Section 20 to 30, inclusive of the Needham Special Home Ruse Charter Act (Acts of 1971, c. 403), and shall be appointed in the manner and shall exercise the powers and duties of such Superintendent, specified in said act.

(4) Additional $75.00 per month when assigned to and performing the duties of Deputy Tree Warden.

(5) Additional $600.00 per year when assigned to and performing the duties of Worker's Compensation Agent

(6) Additional $1,500 per year when performing the duties of Assistant Parking Clerk.

(7) May be designated confidential in accordance with M.G.L. Chapter 150E.

(8) Additional $1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.

(9) Additional $1,200 when an employee other than the Finance Director is designated by the Board of Selectmen to be Chief Procurement Officer.

(10) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.

(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O.

Management Salary Schedule

Effective July 1, 2002

Grade	Step 1	Step 2	Step 3	Performance Range*
M-5	78,417	81,241	84,166	98,265
M-4	69,526	72,031	74,625	87,091
M-3	60,399	62,573	64,826	75,689
M-2	55,881	57,890	59,977	70,056
M-1	48,045	49,774	51,568	60,220

* Subject to a maximum increase of 10% in accordance with Merit Program

Administrative/Support Salary Schedule/Non-Represented

Effective July 1, 2002

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
SS-5	35,382	36,443	37,536	38,663	39,822	41,018	42,248	43,515	44,820
SS-4	32,364	33,335	34,335	35,365	36,426	37,519	38,645	39,804	40,998
SS-3	28,906	29,773	30,667	31,587	32,534	33,510	34,516	35,551	36,618
SS-2	26,869	27,675	28,505	29,360	30,241	31,148	32,083	33,045	34,036
SS-1	23,810	24,524	25,260	26,018	26,798	27,602	28,430	29,283	30,161

Professional and Technical Salary Schedule/Non-Represented
Effective July 1, 2002

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
NR-8	51,004	52,837	54,741	56,710	58,753	60,866	63,057	65,331	66,637
NR-7	47,638	49,352	51,130	52,971	54,875	56,852	58,898	61,018	62,239
NR-6	44,501	46,104	47,763	49,482	51,265	53,110	55,024	57,001	58,141
NR-5	42,699	44,233	45,826	47,478	49,184	50,954	52,790	53,845	54,924
NR-4	38,155	39,529	40,952	42,426	43,952	45,535	47,175	48,874	49,852
NR-3	34,100	35,326	36,598	37,913	39,281	40,696	42,160	43,677	45,470
NR-2	32,727	33,905	35,126	36,389	37,700	39,056	40,461	41,918	42,757
NR-1	28,426	29,422	30,460	31,534	32,647	33,799	34,992	36,228	37,588

Management Salary Schedule
Effective January 1, 2003

Grade	Step 1	Step 2	Step 3	Performance Range*
M-5	78,809	81,647	84,587	98,756
M-4	69,874	72,391	74,998	87,526
M-3	60,701	62,885	65,150	76,067
M-2	56,160	58,180	60,277	70,407
M-1	48,286	50,023	51,826	60,521

* Subject to a maximum increase of 10% in accordance with Merit Program

Administrative/Support Salary Schedule/Non-Represented
Effective January 1, 2003

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
SS-5	35,558	36,626	37,724	38,856	40,021	41,223	42,459	43,733	45,045
SS-4	32,525	33,502	34,507	35,542	36,608	37,706	38,838	40,003	41,203
SS-3	29,050	29,922	30,821	31,745	32,696	33,678	34,689	35,729	36,801
SS-2	27,003	27,813	28,648	29,507	30,392	31,304	32,244	33,211	34,207
SS-1	23,930	24,647	25,386	26,148	26,932	27,740	28,572	29,429	30,312

Professional and Technical Salary Schedule/Non-Represented
Effective January 1, 2003

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
NR-8	51,259	53,101	55,015	56,993	59,047	61,170	63,372	65,657	66,970
NR-7	47,876	49,599	51,386	53,236	55,150	57,136	59,193	61,323	62,550
NR-6	44,724	46,334	48,002	49,730	51,521	53,375	55,299	57,286	58,432
NR-5	42,912	44,455	46,055	47,715	49,429	51,209	53,054	54,115	55,198
NR-4	38,346	39,727	41,157	42,638	44,172	45,763	47,411	49,118	50,101
NR-3	34,271	35,503	36,781	38,103	39,478	40,900	42,371	43,896	45,698
NR-2	32,891	34,074	35,302	36,571	37,889	39,251	40,664	42,127	42,971
NR-1	28,568	29,569	30,612	31,692	32,810	33,968	35,167	36,409	37,776

Schedule C

Effective July 1, 2002

Rates for part-time and seasonal positions
(rates are hourly unless specifically noted)

Title	Rate
Activity Instructor (per session)	
Group A	7.00
Group B	8.00
Group C	10.00
Group D	12.00
Group E	15.00
Group F	18.00
Group G	21.00
Group H	25.00
Group I	28.00
Animal Inspector (per year)	2,000
Assistant, Council on Aging	12.04
Asst. Dir. Of Emergency Management (per year)	1,500
Assistant Program Coordinator (PT)	13.59
Building Inspector Substitute	17.20
Building Monitor	9.15
Canvasser	7.36
Director of Emergency Management (per year)	2,000.00
Election Clerk (per election)	150.00
Election Inspector (per election)	120.00
Election Warden (per election)	150.00
Enforcement Agent	15.91
Finance Committee Exec. Sec. (per year)	27,034
Library Page	
First Year	6.95
Second Year	7.19
Third Year	7.44
Marketing/Program Assistant	100.00
Parking Clerk (per year)	4,700.00
Personal Computer Specialist	30.91
Plumbing and Gas Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
Police Matron	15.91
Program Coordinator (PT)	15.50
Recording Secretary	14.92
Recreation Specialist 1 First Year	7.65
Second Year	7.91
Recreation Specialist 2 First Year	8.70
Second Year	8.99
Recreation Specialist 3 First Year	9.40

Second Year	9.73
Recreation Specialist 4 First Year	10.96
Second Year	11.34
Recreation Specialist 5 First Year	12.92
Second Year	13.37
# Registrar of Voters (per year)	545.00
# Ridge Hill Ranger	
Per Hour	25.00
Per Event	200.00
Seasonal Packer/Driver	10.55
Senior Corps Participant	6.95
# Senior Trip Coordinator (per trip)	150.00
# Special Detail Worker	25.00
Student Draftsman and Rodman	
First Year	11.69
Second Year	12.24
Third Year	12.77
Fourth Year	13.33
Fifth Year	13.86
Student Intern 1	8.10
Student Intern 2	10.82
Student Intern 3	13.50
Student Intern 4	16.21
Temporary Laborer/Trades Assistant	
First Year	9.48
Second Year	9.82
Third Year	10.16
Fourth Year	10.51
Town Counsel (per year)	57,825
Traffic Supervisor	15.90
# Wiring Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
# Youth Center Worker 1	8.75
# Youth Center Worker 2	9.38
# Youth Center Worker 3	10.00
# Youth Center Worker 4	10.50
# Youth Center Worker 5	11.00

#Titles not included in general wage increases
*Rates set by Board of Selectmen

Schedule C
Effective January 1, 2003
Rates for part-time and seasonal positions
(rates are hourly unless specifically noted)

Title	Rate
Activity Instructor (per session)	
Group A	7.00
Group B	8.00
Group C	10.00
Group D	12.00
Group E	15.00
Group F	18.00
Group G	21.00
Group H	25.00
Group I	28.00
Animal Inspector (per year)	2,000
Assistant, Council on Aging	12.10
Asst. Dir. Of Emergency Management (per year)	1,500
Assistant Program Coordinator (PT)	13.65
Building Inspector Substitute	17.29
Building Monitor	9.19
Canvasser	7.40
Director of Emergency Management (per year)	2,000.00
Election Clerk (per election)	150.00
Election Inspector (per election)	120.00
Election Warden (per election)	150.00
Enforcement Agent	15.99
Finance Committee Exec. Sec. (per year)	27,170
Library Page	
First Year	6.99
Second Year	7.23
Third Year	7.47
Marketing/Program Assistant	100.00
Parking Clerk (per year)	4,700.00
Personal Computer Specialist	31.06
Plumbing and Gas Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
Police Matron	15.99
Program Coordinator (PT)	15.58
Recording Secretary	15.00
Recreation Specialist 1 First Year	7.69
Second Year	7.95
Recreation Specialist 2 First Year	8.75
Second Year	9.04
Recreation Specialist 3 First Year	9.45
Second Year	9.78
Recreation Specialist 4 First Year	11.01
Second Year	11.40
Recreation Specialist 5 First Year	12.98
Second Year	13.44
# Registrar of Voters (per year)	545.00
# Ridge Hill Ranger	
Per Hour	25.00
Per Event	200.00
Seasonal Packer/Driver	10.60
Senior Corps Participant	6.99
# Senior Trip Coordinator (per trip)	150.00
# Special Detail Worker	25.00
Student Draftsman and Rodman	
First Year	11.75
Second Year	12.30
Third Year	12.84
Fourth Year	13.39
Fifth Year	13.93
Student Intern 1	8.14
Student Intern 2	10.87
Student Intern 3	13.57
Student Intern 4	16.29
Temporary Laborer/Trades Assistant	
First Year	9.52
Second Year	9.86
Third Year	10.21
Fourth Year	10.56
Town Counsel (per year)	58,114
Traffic Supervisor	15.98
# Wiring Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
# Youth Center Worker 1	8.75
# Youth Center Worker 2	9.38

#	Youth Center Worker 3	10.00
#	Youth Center Worker 4	10.50
#	Youth Center Worker 5	11.00

ARTICLE 7: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2002, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk (effective 7/1/02)	$55,881
Town Clerk with 6 years of service in that position (effective 7/1/02)	$66,720 (1)
Town Clerk (effective 1/103)	$56,160
Town Clerk with 6 years of service in that position (effective 1/1/03)	$67,054 (1)
Selectmen, Chairman	$ 1,800
Selectmen, Others	$ 1,500
Assessor, in office as of 1/17/96	$ 10
Assessor elected after 1/17/96	$ 0

(1) In addition, such compensation shall also include payment of longevity in the amount of $2,675; the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed $23,350. The annual salary of $66,720 (increasing to $67,054 as of 1/1/03) includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $6,750. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $9,400;

or take any other action relative thereto.

Article 7 Explanation: In accordance with MGL Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any Elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000, such payment to be made at the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977; the stipends for the members of the Board of Assessors were eliminated at the 1996 Annual Town Meeting. Members of the Board of Assessors in office at that time were grandfathered at a $10 annual rate so that current members could retain their health insurance benefits.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2002, as required by the Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk (effective 7/1/02)	$55,881
Town Clerk with 6 years of service in that position (effective 7/1/02)	$66,720 (1)
Town Clerk (effective 1/103)	$56,160
Town Clerk with 6 years of service in that position (effective 1/1/03)	$67,054 (1)
Selectmen, Chairman	$ 1,800
Selectmen, Others	$ 1,500
Assessor, in office as of 1/17/96	$ 10
Assessor elected after 1/17/96	$ 0

(1) In addition, such compensation shall also include payment of longevity in the amount of $2,675; the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed $23,350. The annual salary of $66,720 (increasing to $67,054 as of 1/1/03) includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $6,750. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $9,400.

ACTION: So voted by unanimous vote.

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986 (CONTINUATION OF INCREASE IN PROPERTY TAX EXEMPTION LIMITS)

To see if the Town will vote to accept, for Fiscal Year 2003, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 38% for each eligible exemption; or take any other action relative thereto.

Article 8 Explanation and Summary of Chapter 73, Section 4 of the Acts of 1986 and Chapter 126 of the Acts of 1988: Town Meeting approval of the additional exemption, as well as application for the exemption by the taxpayer, must be made annually. Approval was first granted by the May 1993 Town Meeting. The Board of Selectmen has, each year, recommended that the exemption increase by the percentage increase in property taxes for the prior year. In fiscal year 2001 the exemption was 34%. Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind

individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws:

Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43.

The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value.

MOVED: That the Town vote to accept, for Fiscal Year 2003, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 38% for each eligible exemption.

ACTION: So voted by unanimous vote.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS PROGRAM

To see if the Town will vote to raise and appropriate the sum of $7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 9 Explanation: In fiscal year 1996, the Town initiated a program (previously called the Property Tax Work-off Program) whereby qualified elderly and disabled property owners could work up to 100 hours for the Town. In turn, the individuals are paid approximately $675 which is applied to their property tax bill. The funding request is unchanged from the amount approved in FY2002.

MOVED: That the Town vote to raise and appropriate the sum of $7,500 for the purpose of conducting the Senior Corps program, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy.

ACTION: So voted by unanimous vote.

ARTICLE 10: APPROPRIATE FOR COMPENSATED ABSENCE FUND

To see if the Town will vote to raise and appropriate the sum of $78,000 for the purpose of funding compensated absences provided by Personnel By-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy; or take any other action relative thereto.

Article 10 Explanation: The purpose of this Article is to fund the Town's employee sick leave liability. Upon retirement, termination or death, certain employees are compensated for unused sick leave. This account, which is gradually increased each year, funds this liability.

MOVED: That the Town vote to raise and appropriate the sum of $78,000 for the purpose of funding compensated absences provided by Personnel By-law, personnel policies or collective bargaining agreement, said sum to be spent under the direction of the Town Administrator and raised from the tax levy.

ACTION: So voted by unanimous vote.

ARTICLE 26: PETITION GENERAL COURT – HOME RULE PETITION – REAL ESTATE TAX REBATES FOR SENIORS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

"AN ACT TO AUTHORIZE THE TOWN OF NEEDHAM TO GRANT REAL ESTATE TAX REBATES TO CERTAIN PROPERTY OWNERS"

Be it enacted by the Senate and House of Representatives in the General Court assembled and by the authority of same, as follows:

SECTION 1. Any general or special law not withstanding, the Town of Needham may give property tax rebates on the primary residence of senior citizens of up to $750.00 per year. In order to be eligible for such rebate the applicant must meet the criteria for a state income tax credit as set forth in section 6, subsection (k) of chapter 62 of the General Laws.

SECTION 2. In order to meet this expense the Town is authorized to appropriate said sums it determines necessary.

SECTION 3. This act shall become effective for the first fiscal year commencing after its approval by the town at an annual or special town meeting.

or take any other action relative there to.

Article 26 Explanation: The purpose of this article is to seek legislative approval through a home rule petition for the Town to implement a program to provide additional property tax relief for eligible homeowners. The program would require annual appropriation by Town Meeting to provide limited tax relief for senior citizens of limited means who meet the criteria of the State "circuit breaker" program. No appropriation is sought at this Town Meeting.

MOVED: That the Town vote to authorize the Board of Selectmen to petition the General Court, in compliance with clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, for the enactment of a special law substantially in the following form of the proposed act printed below as part of this article and entitled:

"AN ACT TO AUTHORIZE THE TOWN OF NEEDHAM TO GRANT REAL ESTATE TAX REBATES TO CERTAIN PROPERTY OWNERS"

Be it enacted by the Senate and House of Representatives in the General Court assembled and by the authority of same, as follows:

SECTION 1. Any general or special law not withstanding, the Town of Needham may give property tax rebates on the primary residence of senior citizens of up to $750.00 per year. In order to be eligible for such rebate the applicant must meet the criteria for a state income tax credit as set forth in section 6, subsection (k) of chapter 62 of the General Laws.

SECTION 2. In order to meet this expense the Town is authorized to appropriate said sums it determines necessary.

SECTION 3. This act shall become effective for the first fiscal year commencing after its approval by the town at an annual or special town meeting.

ACTION: So voted unanimously.

ARTICLE 28: CONTINUE COMMUNITY CENTER STUDY COMMITTEE

To see if the Town will continue the Community Center Study Committee, established by vote of the 1994 Annual Town Meeting under Article 59, to direct and authorize said Committee to study the options for providing a community facility that may meet the current and future needs for youth, recreation, cultural and senior programs, said Committee shall report back to the next Annual Town Meeting or sooner; or take any other action relative thereto.

MOVED: That the Town vote to continue the Community Center Study Committee, established by vote of the 1994 Annual Town Meeting under Article 59, to direct and authorize said Committee to study the options for providing a community facility that may meet the current and future needs for youth, recreation, cultural and senior programs, said Committee shall report back to the next Annual Town Meeting or sooner.

ACTION: So voted unanimously.

ARTICLE 29: CONTINUE SCHOOL SAFETY STUDY COMMITTEE

To see if the Town will vote to continue the School Safety Study Committee, established by vote of the 1991 Special Town Meeting under Article 10, direct and authorize said Committee to continue the study and evaluation of safe walking routes for Needham School Children, to develop and recommend minimum and uniform safety criteria regarding school walking routes, to address the issue of age appropriate walking routes and distances and to generally examine the issue of safe student access to and from their schools, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

MOVED: That the Town vote to continue the School Safety Study Committee, established by vote of the 1991 Special Town Meeting under Article 10, direct and authorize said Committee to continue the study and evaluation of safe walking routes for Needham School Children, to develop and recommend minimum and uniform safety criteria regarding school walking routes, to address the issue of age appropriate walking routes and distances and to generally examine the issue of safe student access to and from their schools, said Committee to report to the next Annual Town Meeting or sooner.

ACTION: So voted unanimously.

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 3: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

The Moderator announced that no action was required.

ARTICLE 4 was previously withdrawn on May 6, 2002.

ARTICLE 5 was previously withdrawn on May 6, 2002.

ARTICLE 6 was unanimously adopted on May 6, 2002.

ARTICLE 7 was unanimously adopted on May 6, 2002.

ARTICLE 8 was unanimously adopted on May 6, 2002.

ARTICLE 9 was unanimously adopted on May 6, 2002.

ARTICLE 10 was unanimously adopted on May 6, 2002.

ARTICLE 11: APPROPRIATE FOR HAZARDOUS WASTE COLLECTION

To see if the Town will vote to raise and appropriate the sum of $12,000 for Hazardous Waste Collection Days, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy; or take any other action relative thereto.

Article 11 Explanation: The DPW has been conducting Hazardous Waste Collection Days for the past six years. This has been a tremendously successful program, with the fall, 2001 hazardous waste collection day registering the largest volume of materials in the history of the program. This appropriation, along with some grant funding that has been made available, will allow

the Town to conduct a fall 2002 and spring, 2003 hazardous waste collection day.

MOVED: That the Town vote to raise and appropriate the sum of $12,000 for Hazardous Waste Collection Days, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy.

A motion to amend was offered by Mrs. Colleen F. Schaller to delete the sum of "$12,000" and insert in place thereof the sum of "$6,000".

Mr. Peter T. Walsh, member, stated that the Finance Committee recommends adoption of this proposal.

Mrs. Schaller's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the sum of $6,000 for Hazardous Waste Collection Days, said sum to be spent under the direction of the Board of Selectmen and raised from the tax levy.

ARTICLE 12: APPROPRIATE FOR THE FY2003 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges; or take any other action relative thereto.

MOVED: That the Town vote to raise, appropriate, and/or transfer money for the necessary Town expenses and charges.

Mr. Ronald W. Ruth, Chairman, addressed the FY2003 Operating Budget on behalf of the Finance Committee. He expressed concern that State Legislators are trying to address a two billion dollar shortfall. Total monies available to the Town for FY2003 is $69.4 million which includes $1.5 million over last year. However the Town has only about $1 million available. $1.5 million is budgeted for collective bargaining and contractual items. The Board of Selectmen voted to postpone the capital items until the Fall. He noted that differing capital and maintenance is not a long term solution. Several items under townwide expenses are growing more rapidly than town income.

Mr. Gerald A. Wasserman, Chairman, reiterated the concerns of the Finance Committee on behalf of the Board of Selectmen. He noted that we will be well into an economic recovery before we see an impact on municipal government.

Discussion commenced under Article 12 (Operating Budget) with the following amendments offered by Mr. Peter W. Adams:

Line Item	Appropriation	Changing From	Changing To
101	Board of Selectmen, Salaries	$378,335	$387,669 *
106	Town Clerk, Salaries	173,120	177,733 *
110	Town Clerk/Tellers/ Canvassers/Details	30,100	31,081 *
111	Legal, Salaries	56,356	58,192 *
115	Personnel, Salaries	1,922	1,985 *
201	Assessors, Salaries	267,498	272,822 *
205	Finance Department, Salaries	853,192	870,511
	to be raised in part by transfer of $6,200 from the Parking Meter Fund. *		
207	Finance Department, Expenses		
	to be raised in part by transfer of $3,000 from the parking Meter Fund. *		
209	Finance Committee, Salaries	27,034	27,915 *
212	Finance Committee, Reserve Fund	1,112,188	951,342
	Said sum to be raised in part by transfer of $500,000 from the Overlay Surplus. *		

In response to an inquiry from Mr. James G. Healey under Line Item 013, unanimous consent was given to allow Town Administrator Kate Fitzpatrick to address Town Meeting. She explained that the town offers several different health plans and that the cost of health insurance has skyrocketed everywhere.

Under Line Item 020, Contributory Retirement, Ronald W. Ruth, Finance Committee Chairman, indicated that prudent investing will see the town through these tough times.

Under line Item 022, Minuteman Voc. Assessment, a motion to amend was offered by Mr. Jeffrey W. Stulin to change the amount of $435,068 to $434,994.

Mr. Jeffrey W. Stulin, Needham Representative to Minuteman and Town Meeting Member, presented a report on the town's assessment to Minuteman Vocational High School. Mr. James G. Healey expressed concern that Town Meeting has asked for a total budget from Minuteman for the past five years. Mr. Peter W. Adams, Vice Chairman, noted that the Finance Committee did receive the complete budget book from Minuteman Vocational School.

After a brief discussion, Mr. Stulin's motion to amend was presented and carried by majority vote.

Line Item	Appropriation	Changing From	Changing To
401	Police, Total Salaries	$3,821,932	3,832,858 *

Mr. Donald B. Gratz, Chairman, presented a review of the School Department budget. He stated that enrollment has been increasing and the School Committee's biggest concern is providing teachers. He urged support of this budget.

to be raised in part by transfer of $20,000 from the Parking Meter Fund. *

405	Fire, Total		
	Salaries	4,792,687	4,802,431 *
409	Building,		
	Salaries	255,090	262,870 *
501	Public Works,		
	Salaries	2,516,573	2,549,737

to be raised in part by transfer of $25,800 from the Parking Meter Fund. *

502	Public Works, Purchase of Service		

to be raised in part by transfer of $20,000 from the Landfill C & D Fund. *

505	Public Works, Snow & ice		

to be raised in part by transfer of $15,000 from the parking Meter Fund. *

506	Building Maintenance,		
	Salaries	2,200,856	2,206,415 *
510	Permanent Public Building Committee,		
	Salaries	81,670	84,430 *
601	Board of Health,		
	Salaries	268,738	274,472 *
605	Veterans' Services,		
	Salaries	49,889	51,492 *
609	Youth Commission,		
	Salaries	164,588	167,520 *
613	Council On Aging,		
	Salaries	208,065	211,520 *
701	Planning Board,		
	Salaries	117,490	121,418 *
705	Conservation Commission,		
	Salaries	25,717	26,555 *
709	Board of Appeals,		
	Salaries	7,500	8,294 *
801	Library, Salaries	743,727	772,654 *
806	Park & Recreation,		
	Salaries	366,048	374,296 *

In response to an inquiry from Jane A. Howard, Mr. Ronald W. Ruth, Chairman, Finance Committee, stated that total receipts from the Parking Meter Fund = $160,000.

* Unanimous Vote

ACTION: The main motion under Article 12 (Operating Budget) with the amendments thereto was then presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate for the necessary Town expenses and charges as follows:

TOWNWIDE EXPENSES:

010. Street lighting	$370,000.
011. Garbage collection	0.
012. Insurance, general	300,000.
013. Health insurance	6,384,000.
014. Worker's compensation	385,000.
015. Prop. self insurance (Ch.40,s13)	20,000.
016. Unemployment compensation	35,600.
017. Ins. Liability Fund (C. 10 Acts 2002)	380,000.
018. Maturing Bonds	2,191,260.
019. Interest	468,643.
020. Contributory retirement	2,353,000.
021. Chapter 32 retirement	128,500.
022. Minuteman Voc. Assessment	434,994.
023. MBTA Commuter Parking	107,500.
023. Glover Hosp. Accrued Liab.	34,000.
TOTAL: TOWN WIDE EXP.	**13,592,497.**

GENERAL GOVERNMENT

BOARD OF SELECTMEN:

101. Salaries	$387,669.
102. Merit Pay	$30,800.
103. Purchase of Service	159,099.
104. Expenses	24,141.
105. Capital Outlay	0.
TOTAL	601,709.

TOWN CLERK/BOARD OF REGISTRARS

106. Salaries	177,733.
107. Purchase of service	24,775.
108. Expenses	4,800.
109. Capital Outlay	0.
110. Tellers/Canvassers/Details	31,081.
TOTAL	238,389.

LEGAL:

111. Salaries	58,192.
112. Special Fees	150,000.
113. Settlements & judgments	0.
114. Expenses	5,000.
TOTAL	213,192.

PERSONNEL BOARD:

115. Salaries	1,985.
116. Purchase of Service	10,000.
117. Merit Bonus	4,000.
TOTAL	15,985.
TOTAL: GENERAL GOVERNMENT	**1,069,275.**

FINANCE

ASSESSORS:

201. Salaries	272,822.
202. Purchase of service	34,550.
203. Expenses	11,750.
204. Capital Outlay	0.
TOTAL	319,122.

FINANCE DEPARTMENT:

205. Salaries	870,511.
(Raised by transfer of $6,200. from the Parking Meter Fund and the balance of $864,311. from the current tax levy)	
206. Purchase of Service	388,472.
207. Expenses	92,765.

(Raised by transfer of $3,000. from the Parking Meter Fund and the balance of $89,765. from the current tax levy)	
208. Capital Outlay	0.
TOTAL	1,351,748.
FINANCE COMMITTEE:	
209. Salaries	27,915.
210. Purchase of Service	500.
211. Expenses	500.
212. Reserve Fund	951,342.
(Raised by transfer of $500,000 from the Overlay Surplus and the balance of $451,342. from the current tax levy)	
TOTAL	980,257.
TOTAL: FINANCE	**2,651,127.**
EDUCATION:	
SCHOOL DEPARTMENT:	
301. Salaries	27,951,274.
302. Purchase of Service	3,518,976.
303. Expenses	826,149.
304. Capital Outlay	155,826.
TOTAL: EDUCATION	**32,452,225.**
PUBLIC SAFETY	
POLICE:	
401. Total Salaries	3,832,858.
(Raised by transfer of $20,000. from the Parking Meter Fund and the balance of $3,812,858. from the current tax levy)	
402. Purchase of Service	61,300.
403. Expenses	130,935.
404. Capital Outlay	133,900.
TOTAL	4,158,993.
FIRE:	
405. Total Salaries	4,802,431.
406. Purchase of service	83,699.
407. Expenses	146,033.
408. Capital Outlay	0.
TOTAL	5,032,163.
BUILDING:	
409. Salaries	262,870.
410. Purchase of service	3,474.
411. Expenses	6,536.
412. Capital Outlay	0.
TOTAL	272,880.
TOTAL: PUBLIC SAFETY	**9,464,036.**
PUBLIC FACILITIES	
PUBLIC WORKS:	
501. Salaries	2,549,737.
(Raised by transfer of $25,800. from the Parking Meter Fund and the balance of $2,523,937. from the current tax levy)	
502. Purchase of Service	486,901.
(Raised by transfer of $20,000 from the Landfill C & D Fund and the balance of $466,901 from the current tax levy)	
503. Expenses	295,750.
504. Capital Outlay	0.
(Raised by transfer of $9,000 from the Parking Meter Fund)	
505. Snow & Ice	165,000.
(Raised by transfer of $15,000. from the Parking Meter Fund and the balance of $150,000. from the current tax levy)	
TOTAL	3,497,388.
BUILDING MAINTENANCE:	
506. Salaries	2,206,415.
507. Purchase of Service	1,565,975.
508. Expenses	306,935.
509. Capital Outlay	0.
TOTAL	4,079,325.
PERMANENT PUBLIC BUILDING COMMITTEE:	
510. Salaries	84,430.
511. Purchase of Service	1,000.
512. Expense	2,800.
513. Capital Outlay	0
TOTAL	88,230.
TOTAL: PUBLIC FACILITIES	**7,664,943.**
HUMAN SERVICES	
BOARD OF HEALTH:	
601. Salaries	274,472.
602. Purchase of service	77,241.
603. Expenses	8,550.
604. Capital Outlay	0.
TOTAL	360,263.
VETERANS' SERVICES:	
605. Salaries	51,492.
606 . Purchase of Service	300.
607. Expenses	3,700.
608. Veteran's Benefits	30,000.
TOTAL	85,492.
YOUTH COMMISSION:	
609. Salaries	167,520.
610. Purchase of Service	2,800.
611. Expenses	1,990.
612. Capital Outlay	0.
TOTAL	172,310.
COUNCIL ON AGING:	
613. Salaries	211,697.
614. Purchase of Service	3,305.
615. Expenses	5,175.
616. Capital Outlay	0.
TOTAL	220,177.

COMMISSION ON DISABILITIES:	
616. Expenses	513
TOTAL	513
TOTAL: HUMAN SERVICES	**$838,755.**
DEVELOPMENT	
PLANNING BOARD:	
701. Salaries	121,418.
702. Purchase of Service	8,000.
703. Expenses	3,310.
704. Capital Outlay	0.
TOTAL	132,728.
CONSERVATION COMMISSION:	
705. Salaries	26,555.
706. Purchase of Service	3,420.
707. Expenses	1,638.
708. Capital Outlay	0.
TOTAL	31,613.
BOARD OF APPEALS:	
709. Salaries	8,294.
710. Purchase of Service	4,040.
711. Expenses	170.
TOTAL	12,504.
HISTORICAL COMMISSION:	
712. Expenses	513
TOTAL	513
TOTAL: DEVELOPMENT	**177,358.**
CULTURAL AND LEISURE SERVICES	
LIBRARY:	
801. Salaries	772,654.
802. Purchase of Service	42,715.
803. Books & Periodicals	158,502.
804. Expenses	12,431.
805. Capital Outlay	0.
TOTAL	986,302.
PARK & RECREATION:	
806. Salaries	374,296
807. Purchase of Service	46,278.
808. Expenses	24,347.
809. Capital Outlay	12,000.
TOTAL	456,921.
MEMORIAL PARK:	
811. Expenses	500.
812. Capital Outlay	0.
Total	500
TOTAL: CULTURAL & LEISURE SERVICES	**1,443,723**
GRAND TOTAL: DEPARTMENT BUDGETS	**69,353,939.**

ARTICLE 13: APPROPRIATE THE FY2003 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
901	Salaries	$ 814,909	$ 757,320	$ 738,513
902	Purchase of service	269,294	328,850	302,080
903	Expenses	262,238	284,363	316,975
904	Capital outlay	1,610	20,000	20,000
905	MWRA assessment	691,798	157,904	741,934
906	Emergency repairs	21,998	50,000	50,000
907	Debt service	954,322	1,107,698	1,107,698
907A	Claims Contingency	0	75,000	0
	Total	3,016169	2,781,135	3,277,200

or take any other action relative thereto.

Article 13 Explanation: The Water Enterprise Fund budget is a self-supporting account. That is, water user fees and charges cover the entire cost of operations. This budget reflects an anticipated increase in the MWRA Assessment due to increased reliance on MWRA water in calendar year 2001. This increase stems from an increase in residential use as well as an attempt by the Town to maintain the level of water in the Town wells at an acceptable level. The actual MWRA rates are expected to increase by 8.8%. The July 1, 2001 Water Enterprise Fund Retained Earnings are $253,425.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
901	Salaries	$ 814,909	$ 757,320	$ 738,513
902	Purchase of service	269,294	328,850	302,080
903	Expenses	262,238	284,363	316,975
904	Capital outlay	1,610	20,000	20,000
905	MWRA assessment	691,798	157,904	741,934
906	Emergency repairs	21,998	50,000	50,000
907	Debt service	954,322	1,107,698	1,107,698
907A	Claims Contingency	0	75,000	0
	Total	3,016169	2,781,135	3,277,200

A motion to amend under Line Item 901, Salaries, to change the amount of $738.513 to $743.963 was offered by Mr. John H. Cogswell.

A motion to discuss Articles 13 and 14 together but vote on separately was offered by Mr. James D. Masterman. The motion was presented and carried unanimously by voice vote.

Under Article 14 a motion to amend under Line Item 908, Salaries, to change the amount of $455,859 to $458,614 was offered by Mr. John H. Cogswell.

Mr. James D. Masterman, member, recommended adoption of both Articles 13 and 14 on behalf of the Finance Committee.

In response to an inquiry from Mrs. Susan Abbott, Mr. Cogswell indicated that because the town's wells are very deep, the Board of Selectmen are considering a voluntary water ban.

After a brief discussion, a motion to move the previous question on both Articles 13 and 14 was offered by Mr. William R. Dermody. The motion was presented and carried unanimously by voice vote.

Mr. Cogswell's motion to amend under Article 13 was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
901	Salaries	$ 814,909	$ 757,320	$ 743,963
902	Purchase of service	269,294	328,850	302,080
903	Expenses	262,238	284,363	316,975
904	Capital outlay	1,610	20,000	20,000
905	MWRA assessment	691,798	157,904	741,934
906	Emergency repairs	21,998	50,000	50,000
907	Debt service	954,322	1,107,698	1,107,698
907A	Claims Contingency	0	75,000	0
	Total	3,016169	2,781,135	3,282,650

ARTICLE 14: APPROPRIATE THE FY2003 WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
908	Salaries	$ 368,201	$ 424,299	$ 455,859
909	Purchase of Service	94,242	104,200	116,200
910	Expenses	59,921	63,658	63,658
911	Capital outlay	5,684	0	0
912	MWRA assessment	4,474,927	4,378,298	4,760,131
913	Emergency repairs	37,325	20,000	20,000
914	Debt service	953,722	1,088,010	1,088,010
	Total	5,994,022	6,078,465	6,503,858

or take any other action relative thereto.

Article 14 Explanation: The Wastewater Enterprise Fund budget (Sewer Division) is a self-supporting account. That is, sewer user fees and charges cover the entire cost of operations. The Town's MWRA assessment is expected to increase 8.7% over Fiscal year 2001. The July , 2001 Wastewater Enterprise Fund retained earnings are $431,849.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
908	Salaries	$ 368,201	$ 424,299	$ 455,859
909	Purchase of Service	94,242	104,200	116,200
910	Expenses	59,921	63,658	63,658
911	Capital outlay	5,684	0	0
912	MWRA assessment	4,474,927	4,378,298	4,760,131
913	Emergency repairs	37,325	20,000	20,000
914	Debt service	953,722	1,088,010	1,088,010
	Total	5,994,022	6,078,465	6,503,858

Under Article 14 Mr. Cogswell's motion to amend under Line Item 908, Salaries, to change the amount of $455,859 to $458,614 was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½ :

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
908	Salaries	$ 368,201	$ 424,299	$ 458,614
909	Purchase of Service	94,242	104,200	116,200
910	Expenses	59,921	63,658	63,658
911	Capital outlay	5,684	0	0
912	MWRA assessment	4,474,927	4,378,298	4,760,131
913	Emergency repairs	37,325	20,000	20,000
914	Debt service	953,722	1,088,010	1,088,010
	Total	5,994,022	6,078,465	6,506,613

At 11:07 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town meeting stand adjourned to Wednesday, May 8, 2002 at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

a true copy
ATTEST:

* * * * *

ADJOURNED ANNUAL TOWN MEETING

Wednesday, May 8, 2002

Pursuant to adjournment of the Annual Town Meeting held May 6, 2002, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Wednesday, May 8, 2002, at 7:30 P.M.

Check lists were used and 232 voters were checked on the list as being present, including 220 Town Meeting Members.

At the designation of Gordon C. Swan, President of the Needham Clergy Association, Caroline B. Edge, Senior Pastor of the Carter Memorial United Methodist Church, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

Unanimous consent was given to suspend the proceedings for the sixth annual presentation of the Richard Patten Melick Foundation recognition and service awards. Mr. Philip V. Robey recognized the following Town Meeting Members who have given twenty-five years or more of dedicated service to Town Meeting. Mr. Philip V. Robey introduced the following individuals:

Thomas M. Harkins (29 Years) 1974 - 2002
Stanton H. Davis (28 Years) 1975 - 2002
Kathleen M. Lewis (25 Years) 1978 - 2002
Maureen T. McCaffrey (25 Years) 1978 - 2002
George Tarallo (25 Years) 1978 - 2002
Barbara M.Wilmot (25 Years) 1978 - 2002

Mr. Philip V. Robey then introduced members of the Board of Directors Cynthia J Chaston and Laurence G. (Skilky) Eaton who presented awards to Peter W. Adams and Trudi Farnham, respectively. Mr. Robey presented the third award to Al Harrington. Congratulations to all.

Mr. Gerald A. Wasserman, Chairman, Board of Selectmen, moved that the Annual Town Meeting stand adjourned until such time as the Special Town meeting adjourned to this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

* * * * * * *

SPECIAL TOWN MEETING

Monday, May 8, 2002

Pursuant to a warrant issued by the Selectmen on April 9, 2002, this meeting was called for May 8, 2002 at 7:30 P.M.

The call to the meeting and the Officer's Return were read by the Town Clerk.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

ARTICLE 1: APPROPRIATE FOR MIDDLE SCHOOL FEASIBILITY STUDY

To see if the Town will vote to raise, appropriate and/or transfer the sum of $50,000 for a Middle School Feasibility Study, to be spent under the direction of the Permanent Public Building Committee, said amount to be raised by a transfer from the FY2002 Needham Public Schools Operating Budget; or take any other action relative thereto.

Article 1 Explanation: Due to excessive overcrowding at the Pollard Middle School, the School Committee has accepted a long-term recommendation from its Middle School Task Force to determine the location of potential sites, the viability of those sites, the construction costs, and other issues related to the building of a second middle school. The School Committee has now determined that the most viable location is at the High Rock site and wishes to focus this study on its feasibility. The study would build on the preliminary work that was included in the Kaestle-Boos study.

MOVED: That the Town vote to raise, appropriate and/or transfer the sum of $50,000 for a Middle School Feasibility Study, to be spent under the direction of the Permanent Public Building Committee, said amount to be raised by a transfer from the FY2002 Needham Public Schools Operating Budget.

Mr. Donald B. Gratz, Chairman, presented this proposal on behalf of the School Committee. He indicated that this request is not for new money, but rather for a transfer from the Schools Operating budget. The School Committee urges support of this proposal.

Mr. Peter W. Adams, Vice Chairman, stated that the Finance Committee recommends that this proposal not be adopted.

Mr. Gerald A. Wasserman, Chairman, advised that the Board of Selectmen feels the High Rock School is the most practical location and urges support of this article.

Mr. Robert Y. Larsen spoke in opposition to this proposal. He indicated that this request is premature since there has not been a determination that there is a need for another middle school.

Mrs. Cynthia Conturie spoke in favor of using the Newman School as a middle school and High Rock School as an elementary school.

A motion to refer the subject matter of Article 1 back to the School Committee for further study to report at the next Town Meeting with side-by-side comparisons of several options to relieve overcrowding at the middle school was offered by Mr. Paul A. Siegenthaler.

The following Town Meeting Members spoke in favor of this proposal: Lois F. Sockol, Bradley M. Christenson, John A. Bulian, Barbara K. Popper, Richard B. Weitzen, Jeffrey D. Heller, and Alan S. Fanger.

Speaking in opposition were Leigh M. Doukas and William M. Powers. Mr. Jeffrey Kristeller expressed concern that we are currently paying for deferred maintenance.

A motion to move the previous questions on the main motion and the motion to refer was offered by Maurice P. Handel. The motion was presented, but the moderator was in doubt as to the voice vote. The motion was again presented, but the Moderator was still in doubt as to the voice vote. The following Town Meeting Members were sworn in as tellers: Jane B. Murphy, Richard S. Creem, Lois C. Bacon, William R. Dermody, Cynthia J. Chaston, and LeRoy J. Nutile. The motion, which requires a two-thirds vote, was presented for the third time and carried by a count of hands. The hand count was Yes 163 - No 45.

The motion to refer was presented, but it failed to pass by voice vote.

ACTION: The main motion, which requires a majority vote, was presented, but the Moderator was in doubt as to the voice vote. The main motion was again presented and carried by a count of hands. The hand count was Yes 156 - No 53.

ARTICLE 2: AMEND CLASSIFICATION AND STANDARD RATES OF COMPENSATION

To see if the Town will vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule; or take any other action relative thereto.

Article 2 Explanation: In accordance with M.G.L. Chapter 41, Section 108A, the Town annually adopts a classification and compensation schedule for General Government employees, other than employees covered by labor contracts. The Personnel Board is recommending a classification and compensation adjustment for administrative and support titles effective January 1, 2002. The proposed changes result from a classification and compensation analysis, and were deferred from the May, 2001 Annual Town Meeting because the work had not yet been completed.

MOVED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefor a new Classification and Standard Rates of Compensation Schedule.

Mr. Richard J. Lunetta, Chairman, addressed this proposal on behalf of the Personnel Board. He explained that this schedule refers to Fiscal Year 2002 and includes adjustments retroactive to January 1, 2002. The cost is $16,000.

Mr. Edward C. Nickles, member, recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend the Classification and Standard Rates of Compensation Schedule in its entirety by substituting therefore a new Classification and Standard Rates of Compensation.

FISCAL YEAR 2002
SCHEDULE A

Effective January 1, 2002

Full-time, part-time and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE
Activity Instructor	Schedule C
Administrative Assessor	M-2
Administrative Assistant	TS-3
Administrative Coordinator	TS-4
Administrative Specialist	TS-4
Animal Control Officer	PB-1
Animal Inspector	Schedule C
Assistant Administrative Assessor	PT-4
Assistant Cataloger	SS-3
Assistant Children's Librarian	SS-4
Assistant Director of Emergency Management	Schedule C
Assistant Director of Public Library	NR-6
Assistant Director, Park & Recreation	PT-4
Assistant Program Coordinator	NR-1
Assistant Program Coordinator (PT)	Schedule C
Assistant Superintendent	NR-5
Assistant Superintendent, Fire Alarm	FA-2
Assistant to Planning Director	NR-3
Assistant to Town Administrator	NR-3
Assistant Town Administrator/Director of Finance	M-4
Assistant Town Administrator/Personnel Director	M-3
Assistant Town Clerk	NR-3
Assistant Town Engineer	NR-6
Assistant Treasurer/Collector	NR-5
Assistant, Council on Aging	Schedule C
Associate Director, Council on Aging	PT-4
Building Construction and Renovation Manager	M-3
Building Inspector, Substitute	Schedule C
Building Monitor	Schedule C
Canvasser	Schedule C
Carpenter	BT-2
Chief Pumping Station Operator	W-7
Civil Engineer	NR-4
Clerk	Schedule C
Committee Secretary	SS-3
Computer Operator	PT-1
Conservation Officer	NR-3
Contract Administrator	NR-6
Council on Aging, Executive Director	M-2

Craftsworker	BT-2
Custodian	BC-1
Department Assistant 1	TS-1
Department Assistant 2	TS-2
Department Specialist	TS-3
Deputy Fire Chief	F-4
Deputy Fire Chief, Operations	F-4
Director of Emergency Management	Schedule C
Director of Municipal Building Maintenance	M-4
Director of Parks & Recreation	M-2
Director of Public Health	M-3
Director of Public Library	M-3
Director of Public Works	M-5
Director of Veteran's Services	M-1
Director of Youth Services	M-2
Director, Management Information Systems	M-3
Division Superintendent, Highway	M-2
Division Superintendent, Parks	M-2
Division Superintendent, Solid Waste/Recycling	M-1
Division Superintendent, Water/Sewer	M-3
DPW Director of Administrative Services	NR-5
Election Clerk	Schedule C
Election Inspector	Schedule C
Election Warden	Schedule C
Electrician	BT-3
Enforcement Agent	Schedule C
Environmental Health Agent	PT-5
Equipment Mechanic	W-5
Finance Committee, Executive Secretary	Schedule C
Fire Captain	F-3
Fire Chief	M-5
Fire Lieutenant	F-2
Firefighter	F-1
Garage and Equipment Supervisor	M-1
GIS/Database Administrator	PT-5
Heavy Motor Equipment Operator	W-4
HVAC Technician	BT-3
Inspector of Buildings	M-2
Inspector of Plumbing & Gas	NR-4
Inspector of Wires	NR-4
Laborer 1	W-1
Laborer 2	W-2
Laborer 3	W-3
Library Assistant	SS-2
Library Assistant (PT)	SS-1
Library Children's Supervisor	NR-4
Library Circulation Supervisor	SS-5
Library Page	Schedule C
Library Reference Supervisor	NR-4
Library Technical Services Supervisor	NR-4
Lineman	FA-1
Local Building Inspector	NR-5
Maintenance Worker/Custodian	NR-1
Management Analyst	PT-5
Marketing Program Assistant	Schedule C
Master Mechanic	W-7
Network Administrator	PT-6
Nutritionist	PT-3
Outreach Worker, Council on Aging	PT-2
Parking Clerk	Schedule C
Parking Enforcement Attendant	SS-2
Personal Computer Specialist	Schedule C
Planning Director	M-2
Plumber	BT-3
Plumbing & Gas Inspector Substitute	Schedule C
Police Chief	▪
Police Lieutenant	P-3
Police Matron	Schedule C
Police Officer	P-1
Police Sergeant	P-2
Program Coordinator	NR-2
Program Coordinator (PT)	Schedule C
Program Manager	M-1
Programmer/Computer Operator	PT-3
Public Health Nurse	PT-5
Public Safety Dispatch Supervisor	NR-4
Public Safety Dispatcher	NR-1
Public Works Craftsworker	W-4
Public Works Inspector	W-7
Public Works Specialist	W-4
Public Works Technician	W-5
Pumping Station Operator	W-5
Recording Secretary	Schedule C
Recreation Specialist 1-5	Schedule C
Reference Librarian PT	NR-2
Reference Librarian/Audio Visual Specialist	NR-3
Registrar of Voters	Schedule C
Ridge Hill Ranger	Schedule C
Sealer of Weights & Measures	NR-4
Seasonal Packers/Drivers	Schedule C
Senior Administrative Coordinator	TS-5
Senior Building Custodian	T-10
Senior Corps Participant	Schedule C
Senior Custodian 1	BC-2
Senior Custodian 2	BC-3
Senior Drafter	NR-2
Senior Program Manager	M-3
Senior Trip Coordinator	Schedule C
Social Worker	PT-3
Special Detail Worker	Schedule C
Student Draftsman and Rodman	Schedule C
Student Intern 1 - 4	Schedule C
Supervisor of Custodial Services	NR-5
Survey Party Chief	NR-3
Systems Analyst	PT-3
Technical Support Specialist	PT-3
Temporary Laborer/Trades Assistant	Schedule C
Town Comptroller	M-2
Town Counsel	Schedule C
Town Engineer	M-3
Town Treasurer and Tax Collector	M-2
Traffic Supervisor	Schedule C
Traveling Meals Coordinator	NR-2
Tree Climber	W-4
Warehouse Person	BT-1
Water Treatment Facility Manager	NR-5
Weighmaster	W-3
Wiring Inspector Substitute	Schedule C
Working Foreman	W-6
Youth Center Worker 1 - 5	Schedule C

SCHEDULE A STIPENDS

(Additional compensation for specific assignments)

(1) Additional $100.00 per month when assigned to and performing the duties of Assistant Director of Public Works.

(2) Additional $100.00 per month when assigned to and performing the duties of Office Manager as designated by the Director of Public Works.

(3) Said Director shall be the Superintendent of Public Works within the meaning of Section 20 to 30, inclusive of the Needham Special Home Ruse Charter Act (Acts of 1971, c. 403), and shall be appointed in the manner and shall exercise the powers and duties of such Superintendent, specified in said act.

(4) Additional $75.00 per month when assigned to and performing the duties of Deputy Tree Warden.

(5) Additional $600.00 per year when assigned to and performing the duties of Worker's Compensation Agent.

(6) Additional $1,500 per year when performing the duties of Assistant Parking Clerk.

(7) May be designated confidential in accordance with M.G.L. Chapter 150E.

(8) Additional $1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.

(9) Additional $1,200 when an employee other than the Finance Director is designated by the Board of Selectmen to be Chief Procurement Officer.

(10) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.

(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O.

Management Salary Schedule
Effective July 1, 2001

Grade	Step 1	Step 2	Step 3	Performance Range*
M-5	76,133	78,875	81,715	95,403
M-4	67,501	69,933	72,451	84,554
M-3	58,640	60,750	62,938	73,484
M-2	54,253	56,204	58,230	68,016
M-1	46,646	48,324	50,066	58,466

* Subject to a maximum increase of 10% in accordance with Merit Program

Administrative/Support Salary Schedule/Non-Represented
Effective January 1, 2002

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
SS-5	34,351	35,382	36,443	37,536	38,663	39,822	41,018	42,248	43,515
SS-4	31,422	32,364	33,335	34,335	35,365	36,426	37,519	38,645	39,804
SS-3	28,064	28,906	29,773	30,667	31,587	32,534	33,510	34,516	35,551
SS-2	26,086	26,869	27,675	29,507	29,360	30,241	31,148	32,083	33,045
SS-1	23,116	23,810	24,524	26,148	26,018	26,798	27,602	28,430	29,283

Professional and Technical Salary Schedule/Non-Represented
Effective July 1, 2001

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
NR-8	49,518	51,298	53,147	55,058	57,042	59,093	61,220	63,428	64,696
NR-7	46,250	47,915	49,641	51,428	53,277	55,196	57,183	59,241	60,426
NR-6	43,205	44,761	46,372	48,041	49,772	51,563	53,421	55,341	56,448
NR-5	41,645	42,945	44,491	46,095	47,751	49,470	51,252	52,277	53,324
NR-4	37,044	38,378	39,759	41,190	42,672	44,209	45,801	47,450	48,400
NR-3	30,107	34,297	35,532	36,809	38,137	39,511	40,932	42,405	44,146
NR-2	31,774	32,917	34,103	35,329	36,602	37,918	39,283	40,697	41,512
NR-1	27,598	28,565	29,573	30,616	31,696	32,815	33,973	35,173	36,493

Schedule C
Effective July 1, 2001

Rates for part-time and seasonal positions
(rates are hourly unless specifically noted)

Title	Rate
Activity Instructor (per session)	
Group A	7.00
Group B	8.00
Group C	10.00
Group D	12.00
Group E	15.00
Group F	18.00
Group G	21.00
Group H	25.00
Group I	28.00
Animal Inspector (per year)	2,000
Assistant, Council on Aging*	11.69
Asst. Dir. Of Emergency Management (per year)	1,500
Assistant Program Coordinator (PT)	13.19
Building Inspector Substitute	16.70
Building Monitor	8.88
Canvasser	7.15
Director of Emergency Management (per year)	2,000.00
Election Clerk (per election)	150.00
Election Inspector (per election)	120.00
Election Warden (per election)	150.00
Enforcement Agent	15.45
Finance Committee Exec. Sec. (per year)	26,247
Library Page	
First Year	6.75
Second Year	6.98
Third Year	7.22
Marketing/Program Assistant	100.00
Parking Clerk (per year)	4,700.00
Personal Computer Specialist	30.01
Plumbing and Gas Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
Police Matron	15.45
Program Coordinator (PT)	15.05
Recording Secretary	14.49
Recreation Specialist 1 First Year	7.43
Second Year	7.68
Recreation Specialist 2 First Year	8.45
Second Year	8.73
Recreation Specialist 3 First Year	9.13
Second Year	9.45
Recreation Specialist 4 First Year	10.64
Second Year	11.01
Recreation Specialist 5 First Year	12.54
Second Year	12.98
# Registrar of Voters (per year)	545.00
# Ridge Hill Ranger	
Per Hour	25.00
Per Event	200.00
Seasonal Packer/Driver	10.24
Senior Corps Participant	6.75
# Senior Trip Coordinator (per trip)	150.00
# Special Detail Worker	23.00
Student Draftsman and Rodman	
First Year	11.35
Second Year	11.88
Third Year	12.40
Fourth Year	12.94
Fifth Year	13.46
Student Intern 1	7.86
Student Intern 2	10.50
Student Intern 3	13.11
Student Intern 4	15.74
Temporary Laborer/Trades Assistant	
First Year	9.20
Second Year	9.53
Third Year	9.86
Fourth Year	10.20
Town Counsel (per year)	56,141
Traffic Supervisor	15.44
# Wiring Inspector Substitute	
(per diem)	41.00
(per inspection)	12.00
# Youth Center Worker 1	8.75
# Youth Center Worker 2	9.38
# Youth Center Worker 3	10.00
# Youth Center Worker 4	10.50
# Youth Center Worker 5	11.00

#Titles not included in general wage increases
*Rates set by Board of Selectmen

ARTICLE 3: PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and appropriate, or otherwise provide, such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham; or take any other action relative thereto.

MOVED: That the Town vote to raise and appropriate, or otherwise provide, such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham.

The following substitute main motion was offered by Mr. James M. Masterman: That the Town vote to raise and appropriate, or otherwise provide, the following amounts for the payment of unpaid bills of previous years, incurred by the department listed below:

Department	Vendor	Description	FY	Amount
Municipal Blvd. Maintenance Bd.	NSTAR	Electricity	2001	$87,194.75;

said amount to be raised by a transfer from the fiscal year 2002 reserve fund (line 212).

A motion to amend to add the following emergency preamble was offered by Mr. James M. Masterman: This is an emergency measure necessary for the immediate preservation of the safety and

convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

Mr. Peter T. Walsh, member, recommended adoption of the substitute main motion on behalf of the Finance Committee. He explained that these costs were incurred in Fiscal Year 2001 and not discovered until Fiscal Year 2002 . Therefore the vote must pass by nine-tenths.

Mrs. Colleen F. Schaeller, Selectman, recommended adoption on behalf of the Board of Selectmen.

ACTION: The main motion was presented, but it failed to pass by voice vote. The substitute main motion was presented and passed unanimously by voice vote and declared a nine-tenths vote by the Moderator. The motion to amend to include an emergency preamble was presented and passed by the required two-thirds vote as declared by the Moderator.

VOTED: That the Town vote to raise and appropriate, or otherwise provide, the following amounts for the payment of unpaid bills of previous years, incurred by the department listed below:

Department	Vendor	Description	FY	Amount
Municipal Blvd. Maintenance Bd.	NSTAR	Electricity	2001	$87,194.75;

said amount to be raised by a transfer from the fiscal year 2002 reserve fund (line 212). This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 4: AMEND FY2002 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Operating Budget adopted under Article 24 of the May 2001 Annual Town Meeting, and amended under Article 11 of the November 5, 2001 Special Town Meeting, and further amended under Article 1 of the March 25, 2002 Special Town Meeting, by deleting the amounts of money appropriated under some of the line isems and appropriating new amounts:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	360,424	362,624
103	Selectmen, Purchase of Service	152,498	164,498
106	Town Clerk, Salaries	167,542	168,042
201	Assessors, Salaries	261,073	262,473
205	Finance Department, Salaries	819,958	822,258
212	Finance Committee Reserve	566,387	538,837
401	Police, Salaries	3,772,923	3,773,723
402	Police, Purchase of Service	64,300	Amount to be determined
403	Police, Expenses	130,935	Amount to be determined
404	Police, Capital Outlay	123,358	Amount to be determined
405	Fire, Salaries	4,724,012	4,724,362
409	Building, Salaries	258,232	259,832
501	Public Works, Salaries	2,374,781	2,338,081
502	Public Works, Purchase of Service	457,761	480,761
503	Public Works, Expenses	300,430	315,430
506	Building Maintenance, Salaries	2,043,749	2,069,349
508	Building Maintenance, Expense	302,235	277,235
510	PPBC, Salaries	80,178	80,228
601	Board of Health, Salaries	262,711	258,411
604	Board of Health, Capital Outlay	500	5,000
605	Veteran's Services, Salaries	47,236	47,486
609	Youth Commission, Salaries	156,646	156,796
613	Council on Aging, Salaries	202,314	202,364
701	Planning Board, Salaries	117,190	117,240
709	Board of Appeals, Salaries	6,277	6,777
801	Library, Salaries	741,536	744,536
806	Park and Recreation, Salaries	345,379	345,629

or take any other action relative thereto.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2002 Operating Budget adopted under Article 24 of the May 2001 Annual Town Meeting, and amended under Article 11 of the November 5, 2001 Special Town Meeting, and further amended under Article 1 of the March 25, 2002 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	360,424	362,624
103	Selectmen, Purchase of Service	152,498	164,498
106	Town Clerk, Salaries	167,542	168,042
201	Assessors, Salaries	261,073	262,473
205	Finance Department, Salaries	819,958	822,258
212	Finance Committee Reserve	566,387	538,837
401	Police, Salaries	3,772,923	3,773,723
402	Police, Purchase of Service	64,300	Amount to be determined
403	Police, Expenses	130,935	Amount to be determined
404	Police, Capital Outlay	123,358	Amount to be determined
405	Fire, Salaries	4,724,012	4,724,362
409	Building, Salaries	258,232	259,832
501	Public Works, Salaries	2,374,781	2,338,081
502	Public Works, Purchase of Service	457,761	480,761
503	Public Works, Expenses	300,430	315,430
506	Building Maintenance, Salaries	2,043,749	2,069,349

508	Building Maintenance, Expense	302,235	277,235
510	PPBC, Salaries	80,178	80,228
601	Board of Health, Salaries	262,711	258,411
604	Board of Health, Capital Outlay	500	5,000
605	Veteran's Services, Salaries	47,236	47,486
609	Youth Commission, Salaries	156,646	156,796
613	Council on Aging, Salaries	202,314	202,364
701	Planning Board, Salaries	117,190	117,240
709	Board of Appeals, Salaries	6,277	6,777
801	Library, Salaries	741,536	744,536
806	Park and Recreation, Salaries	345,379	345,629.

A motion to amend the following line items was offered by Mr. Theodore Weiner:

Line Item	Appropriation	Changing From	Changing To
401	Police, Salary	$3,772,923	$3,784,623
402	Police, Purchase of Service	64,300	52,100
403	Police, Expenses	130,935	126,935
404	Police, Capital Outlay	123,358	128,658

Mr. Ronald W. Ruth, Chairman, advised that this article amends the budget for the current fiscal year and recommends adoption of this proposal.

In response to an inquiry from Mr. Paul S. Alpert, Mr. Ruth indicated that there was a charge for a civil service exam because the exam was not a standardized test. In response to further inquiry from Mrs. Lois F. Sockol, Town Administrator Kate Fitzpatrick advised that part of cost is the state test and part of the cost is the use of a consultant. Future tests would again require a consultant.

Unanimous consent was given to allow Mr. Richard P. Merson, Director, Department of Public Works, to address Town Meeting. In response to an inquiry from Mrs. Rosalie Fox. Mr. Merson indicated that part of the DPW Expense funds will be used for fertilizer.

Mr. Weiner's motion to amend was presented and carried unanimously by voice vote.

ACTION: That main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2002 Operating Budget adopted under Article 24 of the May 2001 Annual Town Meeting, and amended under Article 11 of the November 5, 2001 Special Town Meeting, and further amended under Article 1 of the March 25, 2002 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts:

Line Item	Appropriation	Changing From	Changing To
101	Selectmen, Salaries	360,424	362,624
103	Selectmen, Purchase of Service	152,498	164,498
106	Town Clerk, Salaries	167,542	168,042
201	Assessors, Salaries	261,073	262,473
205	Finance Department, Salaries	819,958	822,258
212	Finance Committee Reserve	566,387	538,837
401	Police, Salaries	3,772,923	3,784,623
402	Police, Purchase of Service	64,300	52,100
403	Police, Expenses	130,935	126,935
404	Police, Capital Outlay	123,358	128,658
405	Fire, Salaries	4,724,012	4,724,362
409	Building, Salaries	258,232	259,832
501	Public Works, Salaries	2,374,781	2,338,081
502	Public Works, Purchase of Service	457,761	480,761
503	Public Works, Expenses	300,430	315,430
506	Building Maintenance, Salaries	2,043,749	2,069,349
508	Building Maintenance, Expense	302,235	277,235
510	PPBC, Salaries	80,178	80,228
601	Board of Health, Salaries	262,711	258,411
604	Board of Health, Capital Outlay	500	5,000
605	Veteran's Services, Salaries	47,236	47,486
609	Youth Commission, Salaries	156,646	156,796
613	Council on Aging, Salaries	202,314	202,364
701	Planning Board, Salaries	117,190	117,240
709	Board of Appeals, Salaries	6,277	6,777
801	Library, Salaries	741,536	744,536
806	Park and Recreation, Salaries	345,379	345,629.

ARTICLE 5: AMEND WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting and amended under Article 12 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	757,321	697,321
902	Purchase of Service	328,850	386,850
903	Expenses	284,363	274,363
906	Emergency Repairs	50,000	62,000
907A	Claims Contingency	75,000	Amount to be determined

or take any other action relative thereto.

Article 5 Explanation: The budget adjustments are attributable primarily to the number of water main breaks, and to failed cabling and under-funded energy costs at Water Treatment Facility. The June 30, 2001 audited retained earnings are $253,425. The retained earnings target for fiscal year 2002 based on the policy of the Board of Selectmen is $497,732.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting and amended under Article 12 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	757,321	697,321
902	Purchase of Service	328,850	386,850
903	Expenses	284,363	274,363
906	Emergency Repairs	50,000	62,000
907A	Claims Contingency	75,000	Amount to be determined.

The following motion to amend was offered by Mr. John H. Cogswell:

Line	Appropriation	Changing From	Changing To
907A	Claims Contingency	$75,000	$150,000

and to meet this appropriation that $75,000 be transferred from Water Enterprise Fund retained earnings.

A motion to discuss Articles 5 and 6 together and vote on separately was offered by Mr. John H. Cogswell. The motion was presented and carried unanimously by voice vote.

Mr. Cogswell, Selectman, advised that the explanation appears in the Warrant and that $150,000 should be sufficient to pay for any claims.

Mr. James D. Masterman, member, recommended adoption of both Articles 5 and 6 on behalf of the Finance Committee.

Mr. Cogswell's motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2002 Water Enterprise Fund Budget adopted under Article 25 of the 2001 Annual Town Meeting and amended under Article 12 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
901	Salaries	757,321	697,321
902	Purchase of Service	328,850	386,850
903	Expenses	284,363	274,363
906	Emergency Repairs	50,000	62,000
907A	Claims Contingency	75,000	150,000

and to meet this appropriation that $75,000 be transferred from Water Enterprise Fund retained earnings.

ARTICLE 6: AMEND WASTEWATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001 Annual Town Meeting and amended under Article 13 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	424,299	404,299
913	Emergency Repairs	20,000	192,000

and further that the following items be funded in the following amounts by a transfer from the Wastewater Enterprise Fund Retained Earnings:

913 Emergency Repairs 152,000

or take any other action relative thereto.

Article 6 Explanation: The budget adjustments are attributable primarily to a sewer force main break under Route 128 in October, 2001. The DPW issued an emergency procurement and was able to replace the pipe through a new "pipe bursting" technology. The cost of the repair was approximately $152,000. The June 30, 2001 audited retained earnings are $431,849. The retained earnings target for fiscal year 2002 based on the policy of the Board of Selectmen is $1,078,339.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2002 Wastewater Enterprise Fund Budget adopted under Article 26 of the 2001 Annual Town Meeting and amended under Article 13 of the November 2001 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts, under the provisions of M.G.L. Chapter 44, Section 53F1/2:

Line Item	Appropriation	Changing From	Changing To
908	Salaries	424,299	404,299
913	Emergency Repairs	20,000	192,000

and further that the following items be funded in the following amounts by a transfer from the Wastewater Enterprise Fund Retained Earnings:

913 Emergency Repairs 152,000.

ACTION: The main motion was presented and carried unanimously by voice vote.

At 10:25 P.M. the following Resolution was offered by Mr. Gerald A. Wasserman:

RESOLUTION

In Memory of Edward B. Murphy

WHEREAS: Edward B. Murphy was born and raised in Boston. He was a graduate of Boston College. He settled in Needham with his wife Mary, and raised their eight children: Jane, Edward, David, Elizabeth, Christopher, Philip, Maryellen, and Timothy; and

WHEREAS: Edward Murphy was a World War II Army veteran and a recipient of a Purple Heart; and

WHEREAS: Edward Murphy was first elected a Town Meeting member in 1968 and was re-elected through 1997. Mr. Murphy served as member and Chairman of the Finance Committee. Edward Murphy was a member of the Needham Taxpayers Association; the Needham Retired Men's Club and Saint Bartholomew's Church Choir; and

WHEREAS: Edward Murphy was dedicated to his family, to his country, to his neighbors and to his Community and will long be remembered by the citizens of Needham..

NOW, THEREFORE BE IT RESOLVED by this body that the May 8, 2002 Special Town Meeting be dissolved in honor of the many contributions of Edward B. Murphy and his years of service to the Town of Needham.

ACTION: The Resolution was presented and carried unanimously by voice vote.

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The Moderator called the Annual Town Meeting to order, declared a quorum to be present and requested the Town Clerk to so record.

Discussion commenced under Article 15.

ARTICLE 15: APPROPRIATE THE FY2003 SOLID WASTE / RECYCLING ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½:

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
915	Salaries	$ 370,662	$ 426,505	$ 436,472
916	Purchase of service	808,168	824,700	859,700
917	Expenses	125,796	126,455	126,455
918	Capital Outlay	904	0	0
919	Emergency repairs	0	0	0
920	Debt Service	217,921	270,339	270,339
	Total	1,523,451	1,647,999	1,692,966

Or take any other action relative thereto.

Article 15 Explanation: The budget is funded through a combination of property tax revenues (approximately $865,000) and user fees (approximately $827,966). The July 1, 2001 Solid Waste / Recycling Enterprise Fund Retained Earnings are $46,364.

MOVED: That the Town vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½:

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
915	Salaries	$ 370,662	$ 426,505	$ 436,472
916	Purchase of service	808,168	824,700	859,700
917	Expenses	125,796	126,455	126,455
918	Capital Outlay	904	0	0
919	Emergency repairs	0	0	0
920	Debt Service	217,921	270,339	270,339
	Total	1,523,451	1,647,999	1,692,966

A motion to amend the following Line Item was offered by Mr. Gerald A. Wasserman:

Line Item	Appropriation	Changing From	Changing To
915	Salaries	$436,472	$438,682.

Mr. Richard B. Weitzen suggested that the 5,500 Disposal stickers originally cost $90 sticker and now cost $20 per sticker. If the fee went back to $90 per sticker, there would be an additional $300,000.

Mr. Paul G. Smith urged support of this proposal. He stated that the Finance Committee recommended the establishment of an Enterprise Fund for this budget when he was on that Committee. It is a tax benefit.

Mr Michael J. Gries also supported this proposal. He indicated that the Board of Selectmen feel this is a service that should be partially subsidized.

After a brief discussion, a motion to move the previous question was offered by Mrs. Jane A. Howard. The motion was presented and passed by a two-thirds vote as declared by the Moderator.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2003; under the provision of G. L., Chapter 44, Section 53F ½:

		Expended FY 2001	Appropriated FY 2002	Recommended FY2003
915	Salaries	$ 370,662	$ 426,505	$ 438,682
916	Purchase of service	808,168	824,700	859,700
917	Expenses	125,796	126,455	126,455
918	Capital Outlay	904	0	0
919	Emergency repairs	0	0	0
920	Debt Service	217,921	270,339	270,339
	Total	1,523,451	1,647,999	1,695,176

At 11:00 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 13, 2002 at 7:30 P.M. at the Newman School, and it was so voted unanimously.

Theodora K. Eaton, CMMC
Town Clerk

a true copy
ATTEST:

* * * * * *

ADJOURNED ANNUAL TOWN MEETING

Monday, May 13, 2002

Pursuant to adjournment of the Annual Town Meeting held May 8, 2002, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Newman School on Monday, May 13, 2002, at 7:30 P.M.

Check lists were used and 226 voters were checked on the list as being present, including 213 Town Meeting Members.

At the designation of Gordon C. Swan, President of the Needham Clergy Association, Rev. Dr. Lorne Bostwick, Pastor, Presbyterian Church of Needham, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record. At this time he thanked Mike Moss, Needham High School Senior, and Michael Reilly for manning the microphones this evening.

ARTICLE 16: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to continue revolving funds for certain town departments pursuant to the provisions of G. L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2002:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2003 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	$275,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations, Town Appropriation	Transportation program for COA	$40,000
Yard Waste Processing Program	Board of Selectmen /DPW Director	Appropriation from Town and Participating Communities	Multi-Community yard waste processing program	$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	purchase of additional home composting bins	$2,000
Garbage Collection	Board of /Selectmen / DPW Director	Receipts received	Residential & Commercial food waste collection	40,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	$2,000
Senior Center Activities	Council on Aging Director	Program Fees	Costs related to social programs for elderly	$1,000

or take any other action relative thereto.

Article 16 Explanation and Summary of G.L. Chapter 44, Section 53E ½: A revolving fund established under the provisions of G.L. Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited with only the departmental receipts received in connection with the programs supported by such revolving fund and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½.

The Annual Town Meeting authorization for each revolving fund shall specify:

(1) the programs and purposes for which the revolving fund may be expended;
(2) the departmental receipts which shall be credited to the revolving fund;
(3) the board, department or officer authorized to expend from such fund; and
(4) a limit on the amount which may be expended from such fund in the ensuing year.

In any fiscal year the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to G.L. Chapter 59, Section 23.

MOVED: That the Town vote to continue revolving funds for certain town departments pursuant to the provisions of G. L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2002:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2003 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	$275,000
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Donations, Town Appropriation	Transportation program for COA	$40,000
Yard Waste Processing Program	Board of Selectmen /DPW Director	Appropriation from Town and Participating Communities	Multi-Community yard waste processing program	$75,000
Home Composting Bin Account	Board of Selectmen / DPW Director	Sale of Bins	purchase of additional home composting bins	$2,000
Garbage Collection	-Board of /Selectmen / DPW Director	Receipts received	Residential & Commercial food waste collection	40,000
Human Rights Committee Invest. Account	Board of Selectmen / Town Administrator	MCAD	Costs related to the Investigation of MCAD Complaints	$2,000
Senior Center Activities	Council on Aging Director	Program Fees	Costs related to social programs for elderly	$1,000

Mr. William M. Powers, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen.

Mr. Michael J. Crawford, Past Chairman, recommended adoption of this proposal on behalf of the Finance Committee.

ACTION :The main motion was presented and carried unanimously by voice vote.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town Ways and authorize the expenditure of $700,000 provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

Article 17 Explanation: State law requires that Town Meeting approve the use of funds received from the State for road construction purposes including engineering or to address traffic improvements. In FY2002, the Town received approximately $229,000 from the State.

MOVED: That the Town vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town Ways and authorize the expenditure of $700,000 provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department.

Mr. John J. Cogswell, Selectman, addressed this proposal on behalf of the Board of Selectmen.

Mr. Peter W. Adams, Vice Chairman, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Damon J. Borrelli, Mr. Cogswell explained that state highway money is used for higher use roads or arteries such as Central Avenue and Webster Street.

ACTION:The main motion was presented and carried unanimously by voice vote.

ARTICLE 18: TRANSFER OF BUDGETARY FUND BALANCE

To see if the Town will vote to transfer $3,226,740 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2003; or take any other action relative thereto.

Article 18 Explanation: Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2001. It also includes the collection of previously delinquent taxes.

MOVED: That the Town vote to transfer $3,226,740 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet

appropriations in its computation of the tax rate for the fiscal year 2003.

Mr. Ronald W. Ruth, Chairman, urged adoption of the proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 19: APPROPRIATE FOR NEWMAN SCHOOL RENOVATION

To see if the Town will vote to raise and appropriate a supplemental sum of money for design, engineering, reconstruction and equipping of the Newman School, as voted by the May, 2000 Annual Town Meeting under Article 34, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow a sum of money for a period of up to 20 years under M.G.L., Chapter 44, Section 7, or under M.G.L. Chapter 70B, and, to meet this appropriation, that a sum of money be transferred from the Eliot School project, which was appropriated under Article 32 of the May 2000 Annual Town Meeting; or take any other action relative thereto.

Article 19 Explanation: During the past ten years, the Needham Public Schools Integrated Preschool has been housed at the High School and the High Rock School. An analysis of space within the five elementary schools concluded that the best location for the Preschool was within the Newman School. In the summer of 2001, the first phase of construction for the Preschool at Newman was completed. This article would provide additional funds needed to complete Phase II in the summer of 2002. The additional funds needed to complete this project, approximately $250,000, can be transferred from the Eliot School appropriation due to favorable bid results.

MOVED: That the Town vote to raise and appropriate a supplemental sum of money for design, engineering, reconstruction and equipping of the Newman School, as voted by the May, 2000 Annual Town Meeting under Article 34, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow a sum of money for a period of up to 20 years under M.G.L., Chapter 44, Section 7, or under M.G.L. Chapter 70B, and, to meet this appropriation, that a sum of money be transferred from the Eliot School project, which was appropriated under Article 32 of the May 2000 Annual Town Meeting.

The following substitute main motion was presented by Daniel P. Matthews: That the Town vote to raise and appropriate a supplemental sum in the amount of $410,000 for design, engineering, reconstruction and equipping of the Newman School, as voted by the May, 2000 Annual Town Meeting under Article 34, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $410,000 for a period of up to 20 years under M.G.L., Chapter 44, Section 7, or under M.G.L. Chapter 70B, and, to meet this appropriation, that $410,000 be transferred from the Eliot School project, which was appropriated under Article 32 of the May 2000 Annual Town Meeting.

A motion to add an emergency preamble was offered by Mr. Daniel P. Matthews as follows: This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

Mr. Donald B. Gratz, Chairman, recommended adoption on behalf of the School Committee. He then introduced Mr. Stephen Theall, Superintendent of Schools, for the purpose of presenting a brief history of this proposal.

Mr. Peter T. Walsh, member, recommended adoption of this proposal on behalf of the Finance Committee.

Mr. Daniel P. Matthews, Selectman, also recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. John P. Connelly, Chairman, Permanent Public Building Committee, reviewed the method of arriving at the amount requested tonight. The Permanent Public Building Committee recommends approval.

A motion to postpone the subject matter of this proposal indefinitely was offered by Mr. Stuart J. Farkas. Mr Farkas indicated that he does support pre-school, but expressed concern with spending anticipated revenues.

Mr. John P. Connelly spoke in opposition to the motion to postpone. He explained that the Permanent Public Building Committee has a contract in hand and the work needs to be completed in the Summer.

Mr. Alan J. Davidson also expressed concern about taking money away from the Eliot School project when it hasn't even started.

After a brief discussion, a motion to move the previous question was offered by Mrs. Sandra Balzer Tobin. The motion was presented, but the Moderator was in doubt as to the voice vote. The motion was presented again and the Moderator was still in doubt. Meredith P. Page was sworn in as teller by the Moderator. The motion was presented for the third time and carried by a count of hands. The hand count was Yes 184 -No 20.

Mr. Farkas' motion to postpone indefinitely was presented, but it failed to pass by voice vote.

ACTION: The main motion was presented, but it failed to pass unanimously by voice vote. The substitute main motion, which requires a two-thirds vote, was presented, but the Moderator was in doubt as to the voice vote. The substitute main motion was again presented and carried by a count of hands. The hand count was Yes 188 - No 13. The motion to include an emergency preamble was presented and carried by two-thirds vote as declared by the Moderator.

VOTED: That the Town vote to raise and appropriate a supplemental sum in the amount of $410,000 for design,

engineering, reconstruction and equipping of the Newman School, as voted by the May, 2000 Annual Town Meeting under Article 34, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $410,000 for a period of up to 20 years under M.G.L., Chapter 44, Section 7, or under M.G.L. Chapter 70B, and, to meet this appropriation, that $410,000 be transferred from the Eliot School project, which was appropriated under Article 32 of the May 2000 Annual Town Meeting. This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 20: APPROPRIATE FOR HIGH SCHOOL RENOVATION DESIGN

To see if the Town will vote to raise and appropriate the sum of $350,000 for architectural design for renovations to the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $350,000 under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article 20 Explanation: The heating and ventilation systems at Needham High School B, C, D, and E wings have been identified as requiring renovation in order to meet health and safety standards. In 1999, a pre-design system assessment/feasibility study for the High School HVAC system was completed. In the summer of 2000, the HVAC systems of the A Gym and Auditorium were renovated, and in the summer of 2001, the HVAC system of the A Wing was renovated. In addition, at the 2001 Annual Town Meeting, $20,000 was appropriated to conduct a feasibility study to reconfigure Needham High School to accommodate increased enrollment. The requested funds will be used to begin the design process for the renovation of Needham High School, incorporating the HVAC and related reconfiguration components.

MOVED: That the Town vote to raise and appropriate the sum of $350,000 for architectural design for renovations to the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $350,000 under M.G.L., Chapter 44, Section 7.

The following motion to amend was offered by Mr. Gerald A. Wasserman: That the main motion under Article 20 is amended by adding an emergency preamble as follows: This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

A second motion to amend was offered by Mr. Gerald A. Wasserman by inserting after the words "M.G.L., Chapter 44, Section 7" the words "and M.G.L. Chapter 70B."

Mr. Irwin Silverstein, member, addressed this proposal on behalf of the School Committee. He explained that Town Meeting has identified deficiencies for some time regarding uneven distribution of heat and lack of ventilation as well as the need to reconfigure space in order to address increasing enrollment at the High School. He urged adoption of this proposal.

Mr. Peter T. Walsh, member, addressed this proposal on behalf of the Finance Committee. He explained that there are many capital expenditure items needed and the Finance Committee is not adverse to fix the High School, but a recent cost estimate of $18 million is a significant amount. The Finance Committee would like to request the School Committee to refer this project back for further study.

Mr. Gerald A. Wasserman, Chairman, advised that the Board of Selectmen is not ready to move ahead with this project at this time. Cost estimates have risen from $3 million to $5 million to $7 million to $18 million and three weeks is not enough time to review this project in relation to the Town's Capital Plan. The Board of Selectmen can not recommend this proposal at this time.

A motion to refer the subject matter of Article 20 back to the School Committee for further study was offered by Mr. Gerald A. Wasserman.

Mr. Donald B. Gratz, Chairman, School Committee, explained that financial costs have escalated and the money for the architectural design is necessary in order to go forward.

Mr. Damon J. Borrelli spoke in support of the motion to refer or to address at the November Special Town Meeting when other capital projects will be addressed. Mr. Alan S. Fanger also suggested this project was a little premature.

Unanimous consent was given to allow Mr. Paul Madden, High School Principal and non-resident, to address Town Meeting. He expressed the need to improve the heating and ventilation systems and provide fresh air for the children and teachers.

The following Town Meeting Members spoke in favor of this proposal: Jeffrey D. Heller Richard W. Gatto, James G. Healy, Jill E. Owens, Barbara K. Popper, and Mary S. Kenslea.

Mr. Ronald W. Ruth, Chairman, Finance Committee, concurred that this proposal should be reviewed with the other capital items in the Fall.

After a lengthy discussion, a motion to move the previous question on the main motion and all motions to amend was offered by Maurice P. Handel. The motion was presented and passed by two-thirds vote as declared by the Moderator.

The motion to refer the subject matter of this proposal back to the School Committee was presented, but it failed to pass by voice vote.

Mr. Wasserman's second motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hand count was Yes 164 - No 35. The motion to amend to add an emergency preamble was presented and carried by two-thirds vote as declared by the Moderator.

VOTED: That the Town vote to raise and appropriate the sum of $350,000 for architectural design for renovations to the High School, to be spent under the direction of the Permanent Public Building Committee, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to $350,000 under M.G.L., Chapter 44, Section 7 and M.G.L. Chapter 70B. This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 21: AMEND GENERAL BY LAW – DATES OF MEETING

To see if the Town will vote to amend the Town's General By-laws as follows:

1. In Section 1.1.1 of the General By-laws by deleting the first sentence thereof in its entirety and replacing it with the following sentence. "Annual Town Meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the first Tuesday in March of each year; and the Annual Town Meeting for the transacting of business shall be on the first Monday in April of each year."

2. In Section 1.1.2 of the General By-laws by deleting the word "April" and replacing it with the word "March."

Or take any other action relative thereto.

Article 21 Explanation: The Committee to Study Annual Town Meetings was created at the May 2001 Annual Town Meeting. Although the Committee had not completed its work at the time the warrant went to press, the Committee requested that the Board of Selectmen include this article in the warrant as a "place holder." The Committee expects to complete its work and make a recommendation for change before May, and will offer an amendment to this article at that time.

MOVED: That the Town vote to amend the Town's General By-laws as follows:

1. In Section 1.1.1 of the General By-laws by deleting the first sentence thereof in its entirety and replacing it with the following sentence. "Annual Town Meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the first Tuesday in March of each year; and the Annual Town Meeting for the transacting of business shall be on the first Monday in April of each year."

2. In Section 1.1.2 of the General By-laws by deleting the word "April" and replacing it with the word "March."

The following substitute main motion was offered by Mr. Paul Theodore Owens: That the town vote to amend the General By-Laws by deleting Sections 1.1.1 and 1.1.2 in their entirety and replacing them with the following sections 1.1.1 and 1.1.2, as follows:

1.1.1 The Annual Town Meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the second Tuesday of May of each year, and the Annual Town Meeting for the transaction of business shall be held on the first Monday of April of each year, unless another date is voted at a prior Town Meeting. If any business shall then remain unfinished, as adjournment shall be taken to the next following Wednesday, or such other day as may be voted at the meeting. If any business shall then remain unfinished, adjournment shall be taken to the next following Monday, with successive adjournments to the next following Wednesdays and Mondays until all business is completed, unless otherwise voted at one of the scheduled meetings.

1.1.2 If for any reason a State Primary or State Election should occur within 30 days before or immediately following the date established for the Annual Town Meeting, the Selectmen, after consultation with the Town Clerk, may by proclamation postpone and schedule another day in the month of May for the Annual Town Election.

Mr. Paul Theodore Owens addressed this proposal on behalf of the Committee To Study Town Meeting Dates. He explained that there are basically three changes in this proposal. First, the night of Town Meeting changes to the first Monday in April; Second, the Annual Town Election changes to the second Tuesday in May; and third, there is increased flexibility in setting meeting dates. The Finance Committee expressed concerns with the budget preparation, but is reluctantly willing to accept the will of Town Meeting. With the Election in May, Town Meeting Members and Officers would have almost a full year to "learn the ropes". If Town Meeting continued into school vacation week, the meeting could skip a week.

Mrs. Colleen F. Schaller, Selectman, advised that the Board of Selectmen had some concerns with the budget process, but are comfortable with and support this proposal.

Mr. Michael T. Vaughn opposed this article and expressed concern that there are activities in any month. Mrs. Lois F. Sockol noted that this would be a hardship for CPAs. Mr. John Comando noted that there are Jewish holidays in April as well as the start of Little League and soccer.

Mr. Peter W. Adams, Vice Chairman, advised that the Finance Committee has been assured that the budget process can be speeded up. Another Finance Committee member, Mr. Edward C. Nickles, stated that as a CPA, most of the work is done in March so that an April Town Meeting should not be a problem.

After a brief discussion, a motion to move the previous question was offered by Mr. Mark R. Fachetti. The motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and passed by two-thirds vote as declared by the Moderator

ACTION: The main motion was presented, but it failed to pass by voice vote. The substitute main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The motion was

presented for the third time, but it failed to pass by a count of hands. The hand count was Yes 50 - No 138.

ARTICLE 22: AMEND GENERAL BY-LAW – MAILING OF NOTIFICATION

To see if the Town of Needham will vote to amend Article 1, Section 1.3 of the Town By-Laws as follows:

By deleting Section 1.3 Mailing of Notification in its entirety and replacing it with the following:

"In addition to such required notification, the Town Clerk shall cause to be delivered or mailed to each place of residence, at least seven days in advance, a copy of the Warrant for each Annual Town Election of Officers. The Town Clerk shall also cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business. The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting. The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper. Said delivering or mailing shall not, however, constitute any part of the posting of said Warrant."

Or take any other action relative thereto.

Article 22 Explanation: The Annual Town Meeting warrant is currently delivered to 10,000 homes in Needham. This Article would eliminate that requirement and would instead provide notice of the Annual Town election to all voters, but the Town Meeting warrant only to Town Meeting members. The Town Meeting warrant will be available in municipal facilities, on the Town's website, and will be mailed to any resident who requests a copy. The elimination of the home delivery of the Town Meeting warrant, and Annual Report would save approximately $10,000 per year.

MOVED: That the Town vote to amend Article 1, Section 1.3 of the Town By-Laws as follows:

By deleting Section 1.3 Mailing of Notification in its entirety and replacing it with the following:

"In addition to such required notification, the Town Clerk shall cause to be delivered or mailed to each place of residence, at least seven days in advance, a copy of the Warrant for each Annual Town Election of Officers. The Town Clerk shall also cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business. The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting. The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper. Said delivering or mailing shall not, however, constitute any part of the posting of said Warrant."

A motion to amend was offered by Mr. Paul A. Siegenthaler to insert the sentence "The Town Clerk shall cause a copy of the Warrant for each Town Meeting to be posted on the official Town of Needham Web site." immediately after the first sentence in the second paragraph.

Mr. Siegenthaler explained that putting the Warrant on the Town Web site is the least expensive way to distribute the warrant. Mr. William M. Powers, Selectman, advised that the Board of Selectmen support this amendment.

Mssrs. Alan S. Fanger and William J. Miles spoke in opposition to this proposal.

After a brief discussion, a motion to move the previous question was offered by Mr. William J. Dermody. The motion was presented and carried by two-thirds vote as declared by the Moderator.

The motion to amend was presented and carried by majority voice vote.

ACTION: The main motion, as amended, was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hand count was Yes 124 - No 64.

VOTED: That the Town vote to amend Article 1, Section 1.3 of the Town By-Laws as follows:

By deleting Section 1.3 Mailing of Notification in its entirety and replacing it with the following:

In addition to such required notification, the Town Clerk shall cause to be delivered or mailed to each place of residence, at least seven days in advance, a copy of the Warrant for each Annual Town Election of Officers. The Town Clerk shall cause a copy of the Warrant for each Town Meeting to be posted on the official Town of Needham Web site. The Town Clerk shall also cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business. The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting. The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper. Said delivering or mailing shall not, however, constitute any part of the posting of said Warrant.

ARTICLE 23: AMEND GENERAL BY-LAW - CONTRACT PROCEDURES

To see if the Town of Needham will vote to amend Article 2 Section 2.1.3 of the Town Administration and Organization as follows:

By deleting the words "and the Glover Memorial Hospital" in the first sentence thereof and by deleting the sentence: "The Board of Trustees of the Glover Memorial Hospital shall adopt a Procurement Policy for the Hospital, which Policy and any amendments thereto shall be effective only upon approval by the Board of Selectmen."

Or take any other action relative thereto.

Article 23 Explanation: The purpose of this Article is to remove the reference to the Glover Memorial Hospital in the Town's General By-Laws. The Glover Memorial Hospital ceased to be a municipal entity effective 6/30/94.

MOVED: That the Town vote to amend Article 2 Section 2.1.3 of the Town Administration and Organization as follows:

By deleting the words "and the Glover Memorial Hospital" in the first sentence thereof and by deleting the sentence: "The Board of Trustees of the Glover Memorial Hospital shall adopt a Procurement Policy for the Hospital, which Policy and any amendments thereto shall be effective only upon approval by the Board of Selectmen."

Mr. Daniel P. Matthews, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen. He explained that this proposal removes language from the Town's General By-Laws relating to Glover Memorial Hospital since the hospital is no longer a municipal entity.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 24: AMEND GENERAL BY-LAW – ASSIGNMENT OF STREET NUMBERS

To see if the Town of Needham will vote to amend Article 2, Section 2.2.4.2.1 Assignment of Street Numbers as follows:

By deleting the second sentence of the first paragraph of said section which reads "Said assigned numbers, shall not be less than 2 ½ inches high with ½ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time when notice is given by said Board to the owner or occupant of the number or numbers assigned to said building or buildings."

And replace it with the following:

"Said assigned numbers, shall not be less than 4 inches high with ¾ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time that notice is given by the Board to the owner or occupant of the number or numbers assigned to said building or buildings. If the building or buildings are more than 100 feet from the line of public or private ways, a post or suitable marker bearing the assigned street number or numbers shall be installed within ten feet of the public or private way near the entrance to the property thereof. Street numbers in existence as of the effective date of this By-law are not required to be replaced by the owner or occupant unless notified by said Board."

Or take any other action relative thereto.

Article 24 Explanation: This Needham TRIAD Committee, a collaboration of public safety departments, the Council on Aging and the Norfolk County Sheriff's office, has requested that the Board of Selectmen consider changing the size of assigned street numbers. Larger street numbers will assist emergency response personnel in locating the correct address of an emergency situation. This provision will apply to new construction..

MOVED: That the Town vote to amend Article 2, Section 2.2.4.2.1 Assignment of Street Numbers as follows:

By deleting the second sentence of the first paragraph of said section which reads "Said assigned numbers, shall not be less than 2 ½ inches high with ½ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time when notice is given by said Board to the owner or occupant of the number or numbers assigned to said building or buildings."

And replace it with the following:

"Said assigned numbers, shall not be less than 4 inches high with ¾ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time that notice is given by the Board to the owner or occupant of the number or numbers assigned to said building or buildings. If the building or buildings are more than 100 feet from the line of public or private ways, a post or suitable marker bearing the assigned street number or numbers shall be installed within ten feet of the public or private way near the entrance to the property thereof. Street numbers in existence as of the effective date of this By-law are not required to be replaced by the owner or occupant unless notified by said Board."

A motion to amend was offered by Mrs. Colleen F. Schaller that the main motion under Article 24 be amended by deleting the number "3/4" and inserting in place thereof the number "½".

A second motion to amend was offered by Mrs. Colleen F. Schaller as follows:

By deleting the second sentence of the proposed Section 2.2.4.2.1 and replacing it with the following new sentence:

"On any building constructed or renovated after July 1, 2002 that is located so that it is more than 100 feet from the line of a public or private way to the building, a post or suitable marker bearing the assigned street number or numbers that conforms to this by-law shall be installed and maintained within ten feet of the line of the way near the entrance to the property thereof."

Mrs. Colleen F. Schaller, Selectman, addressed this proposal on behalf of the Board of Selectmen. She explained that this proposal is an aid to emergency medical personnel.

A motion to amend was offered by Mr. Richard B. Weitzen to delete the last five words in the second paragraph as follows: "unless notified by said Board".

Mr. Weitzen's motion to amend was presented, but it failed to pass by voice vote.

Mrs. Schaller's second motion to amend was presented and carried by majority voice vote as declared by the Moderator.

Mrs. Schaller's first motion to amend was presented and carried by majority voice vote.

ACTION: The main motion, as amended, was presented and carried by majority voice vote.

VOTED: That the Town vote to amend Article 2, Section 2.2.4.2.1 Assignment of Street Numbers as follows:

By deleting the second sentence of the first paragraph of said section which reads "Said assigned numbers, shall not be less than 2 ½ inches high with ½ inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time when notice is given by said Board to the owner or occupant of the number or numbers assigned to said building or buildings."

And replace it with the following:

"Said assigned numbers, shall not be less than 4 inches high with 1/2 inch stroke, shall be placed in a conspicuous place on said building or buildings by the owner or occupant within thirty days from the time that notice is given by the Board to the owner or occupant of the number or numbers assigned to said building or buildings. On any building constructed or renovated after July 1, 2002 that is located so that it is more than 100 feet from the line of a public or private way to the building, a post or suitable marker bearing the assigned street number or numbers that conforms to this by-law shall be installed and maintained within ten feet of the line of the way near the entrance to the property thereof. Street numbers in existence as of the effective date of this By-law are not required to be replaced by the owner or occupant unless notified by said Board."

ARTICLE 25: AMEND GENERAL BY-LAW – GENERAL WETLANDS PROTECTION

To see if the Town of Needham will vote to amend Article 6, Section 6.7 of the General Wetlands Protection By-Law as follows:

By deleting the last sentence of the third subparagraph of said Section 6.7, which sentence states "Any permit may be renewed once for an additional one year period, provided that a request is received in writing by the Commission prior to expiration", and replacing it with the following:

"The Commission may renew any permit for one or more periods of up to three years each, provided that such request is received in writing by the Commission at least 30 days prior to the expiration of the permit."

Or take any other action relative thereto.

Article 25 Explanation: Permits issued under the General Wetlands Protection By-Law are valid for three years. At present the Commission has the discretion to grant one extension of one year if the work authorized by the permit has not begun or is not complete. After the end of the one year extension period the Applicant must re-file a new Application for Permit. The Commission has found over the years that there are occasionally circumstances that warrant multiple extensions, or extensions of up to three years, that will help to streamline the permitting process without compromising environmental protection. Two examples are: 1) a permit has been granted by the Commission but work has not commenced due to ongoing litigation between the Applicant and third parties. Since litigation can extend for years, the Applicant ought not to be required to re-file for a new Permit when the delay in construction is out of his control. 2) some permits authorize periodic work on an annual or semi-annual basis (e.g., periodic vegetation and algae control of water bodies such as Sabrina Lake and Walker Pond) Under limited circumstances the ability of the Commission to re-new permits for successive periods can accomplish a desired result with less paperwork and lower costs.

MOVED: That the Town vote to amend Article 6, Section 6.7 of the General Wetlands Protection By-Law as follows:

By deleting the last sentence of the third subparagraph of said Section 6.7, which sentence states "Any permit may be renewed once for an additional one year period, provided that a request is received in writing by the Commission prior to expiration", and replacing it with the following:

"The Commission may renew any permit for one or more periods of up to three years each, provided that such request is received in writing by the Commission at least 30 days prior to the expiration of the permit."

A motion to amend was offered by Mrs. Irene D. Jenkins to delete from the last sentence the words "or more periods of up to three years each," and replacing them with the words "period of up to three years,".

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He indicated that this proposal makes the process a little easier and the Board of Selectmen recommend adoption.

Mr. Roy A. Cramer, Chairman, addressed this proposal on behalf of the Conservation Commission. He stated that at the present time the Commission can only grant one one-year extension.

Mrs. Jenkins indicated that her amendment would allow the Conservation Commission to grant one three-year extension instead of unlimited extensions. She expressed concern that the Conservation Commission could be under pressure to grant extensions.

Msrrs. Mark J. Gluesing and Alexander V. Zaleski support Mrs. Jenkins' motion to amend.

Mrs. Jenkins motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt as to the voice vote. The motion was presented for the third time and carried by a count of hands. The hand count was Yes 112 - No 77.

ACTION: The main motion, as amended, was presented and carried by majority voice vote.

VOTED: That the Town vote to amend Article 6, Section 6.7 of the General Wetlands Protection By-Law as follows:

By deleting the last sentence of the third subparagraph of said Section 6.7, which sentence states "Any permit may be renewed once for an additional one year period, provided that a request is received in writing by the Commission prior to expiration", and replacing it with the following:

"The Commission may renew any permit for one period of up to three years, provided that such request is received in writing by the Commission at least 30 days prior to the expiration of the permit."

ARTICLE 26 was unanimously adopted on May 6, 2002.

ARTICLE 27: ESTABLISH A COMMITTEE TO STUDY THE MBMB AND PPBC

To see whether the Town will vote to establish a committee to study and investigate the organization, structure, and function of two Town agencies – the Municipal Building Maintenance Board (MBMB) , and the Permanent Public Building Committee (PPBC)- whose respective functions are the maintenance and operation of public facilities, and renovation and construction of public facilities. Said committee to consist of the chairman of the PPBC or a designated member of the PPBC, the Chairman of the MBMB, and three persons appointed by the Moderator; appropriate a sum of money to entitle said study committee to engage the services of a business management consultant and to pay for any clerical assistance; and request this study committee to report its findings and recommendations to the Town no later than the 2003 Annual Town Meeting; or take any other action relative thereto.

MOVED: That the Town vote to establish a committee to study and investigate the organization, structure, and function of two Town agencies – the Municipal Building Maintenance Board (MBMB) , and the Permanent Public Building Committee (PPBC)- whose respective functions are the maintenance and operation of public facilities, and renovation and construction of public facilities. Said committee to consist of the chairman of the PPBC or a designated member of the PPBC, the Chairman of the MBMB, and three persons appointed by the Moderator; appropriate a sum of money to entitle said study committee to engage the services of a business management consultant and to pay for any clerical assistance; and request this study committee to report its findings and recommendations to the Town no later than the 2003 Annual Town Meeting.

Mr. William M. Powers addressed this proposal on behalf of the petitioners of this article. He recommended the creation of a study committee to look at two major town agencies - the Municipal building Maintenance Board (MBMB) and the Permanent Public Building Committee (PPBC). He questioned whether or not it is sufficient to ask a group of volunteers to give their extended time to major town projects.

Mr. Gerald A. Wasserman, Chairman, concurred that Mr. Powers has raised some issues that need attention. He noted that there was a committee that got bogged down during transition which the Board of Selectmen want to revitalize and Mr. Powers is welcome to join this committee.

A motion to refer the subject matter of this proposal to the Board of Selectmen to report back to the November Town Meeting was offered by Mr. Gerald A. Wasserman.

Mr. Ronald W. Ruth, Chairman, supported the motion to refer on behalf of the Finance Committee.

Mr. Wasserman's motion to refer was presented, but the Moderator was in doubt as to the voice vote. The motion to refer was again presented and carried by a count of hands. The hand count was Yes 137 - No 38.

ARTICLE 28 was unanimously adopted on May 6, 2002.

ARTICLE 29 was unanimously on May 6, 2002.

ARTICLE 30: CONTINUE SOLID WASTE DISPOSAL / RECYCLING ADVISORY COMMITTEE

To see if the Town will vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner; or take any other action relative thereto.

MOVED: That the Town vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner.

A motion to amend was offered by Mr. Richard B. Weitzen to insert after the words "all methods of collection and disposal of solid waste," the words "as well as methods of financing collection and disposal of solid waste.

Mr. John H. Cogswell, Selectman, advised that the Board of Selectmen supports this amendment.

Mr. Weitzen's motion to amend was presented and carried by majority voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to continue the Solid Waste Disposal/Recycling Advisory Committee, established by vote of the 1966 Annual Town Meeting under Article 73 and amended under Article 40 of the 1993 Annual Town Meeting, direct and authorize said Committee to continue to investigate all methods of collection and disposal of solid waste, as well as methods of financing collection and disposal of solid waste, said Committee to report to the next Annual Town Meeting or sooner.

ARTICLE 31: CONTINUE THE COMMITTEE TO STUDY ANNUAL TOWN MEETING DATES

To see if the Town will vote to continue the Committee to Study Annual Town Meeting Dates, established by vote of the 2001 Annual Town Meeting under Article 76, direct and authorize said Committee to study dates to hold the annual town meetings, and said committee shall report back to the next Annual Town Meeting or sooner; or take any other action relative thereto.

MOVED: That the Town vote to continue the Committee to Study Annual Town Meeting Dates, established by vote of the 2001 Annual Town Meeting under Article 76, direct and authorize said Committee to study dates to hold the annual town meetings, and said committee shall report back to the next Annual Town Meeting or sooner.

Mr. Paul Theodore Owens, Chairman, recommended a negative vote on this proposal based on the outcome of Article 21.

ACTION: The main motion was presented, but it failed to pass on a voice vote.

ARTICLE 32: OMINIBUS ARTICLE

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town Officer or Committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

With no amendments under Article 32, the Moderator declared Article 32 disposed of.

At this time the Moderator expressed his thanks and appreciation to the following individuals: outgoing members of the Finance Committee James D. Masterman and Michael J. Crawford, our new Town Administrator, Kate Fitzpatrick, Assistant Town Administrator/Finance Director David Davison, and Assistant Town Administrator/Personnel Director Russ Dean, the Needham clergy, Steve Tedeschi for his technical work, members of AT&T Broadband, Custodian Art Fralin, Town Clerk, the Board of Selectmen, Mike Reilly and Mike Moss, and ushers Bill Dyson and Art Lewis.

MOVED: Under Article 32, the following Resolution was offered by Mr. Gerald A. Wasserman:

RESOLUTION

In Memory of George F. Skinner

WHEREAS: George F. Skinner was a life-long resident of Needham. He attended the Needham Schools and graduated from College in 1950. He enlisted into active duty in the United States Air Force from 1951 through 1955. Thereafter, George Skinner elected to serve with the U.S.A.F. Reserves until his retirement in 1978 as a Major; and

WHEREAS: Upon returning from his duty in the military, George Skinner began a thirty-year career in education starting as a social studies teacher. He was appointed Assistant principal of the Newman Jr. High School in 1962 and Principal in 1964. George Skinner was appointed Principal of Needham High School in 1972 until his retirement in 1985 and in 1997 he was called back to serve as interim Principal for the Pollard Middle School; and

WHEREAS: George Skinner was married to Ruth Cogburn and the father of two daughters, Amy and Jane, and one son, Bruce; and

WHEREAS: George Skinner was a long-time Town Meeting Member, a member and Past President of the Needham Historical Society, he was an active member of the Carter Memorial United Methodist Church of Needham where he served on many committees, and membership in the church choir; and

WHEREAS: In 1997 George Skinner received the Needham High School Distinguished Career Award for his work in education, the military and as a realtor.

NOW, THEREFORE, BE IT RESOLVED by this body that the May 2002 Annual Town Meeting be dissolved in honor of the life and many civic contributions of George F. Skinner to the Town of Needham.

ACTION: At 12:25 A.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, CMC/AAE/CMMC
Town Clerk

a true copy
ATTEST: